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OPERATING ROOM ASSISTANT
WELDING

EDGECOMBE TECHNICAL INSTITUTE

*TARBORO, NORTH CAROLINA
ROCKY MOUNT, NORTH CAROLINA*

1974 - 1976

WHAT IS A STUDENT?

A STUDENT is the most important person in our institution.

A STUDENT is not an interruption of our work – he is the purpose of it.

A STUDENT is a necessary part of our business – he is not an outsider.

A STUDENT is not a cold statistic – he is a flesh-and-blood human being, with feelings and emotions like yours and mine.

A STUDENT is a person who brings us his needs – it is our privilege to fill those needs.

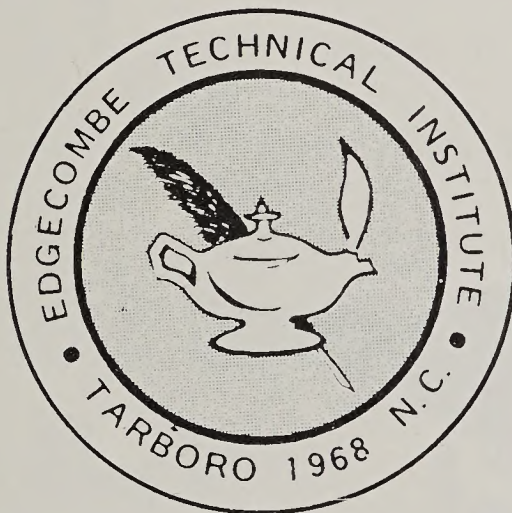
A STUDENT is deserving of our most courteous and attentive treatment.

A STUDENT is a full partner in our effort to cultivate wisdom through knowledge.

A STUDENT is the life blood of this and every school.

– Author Unknown

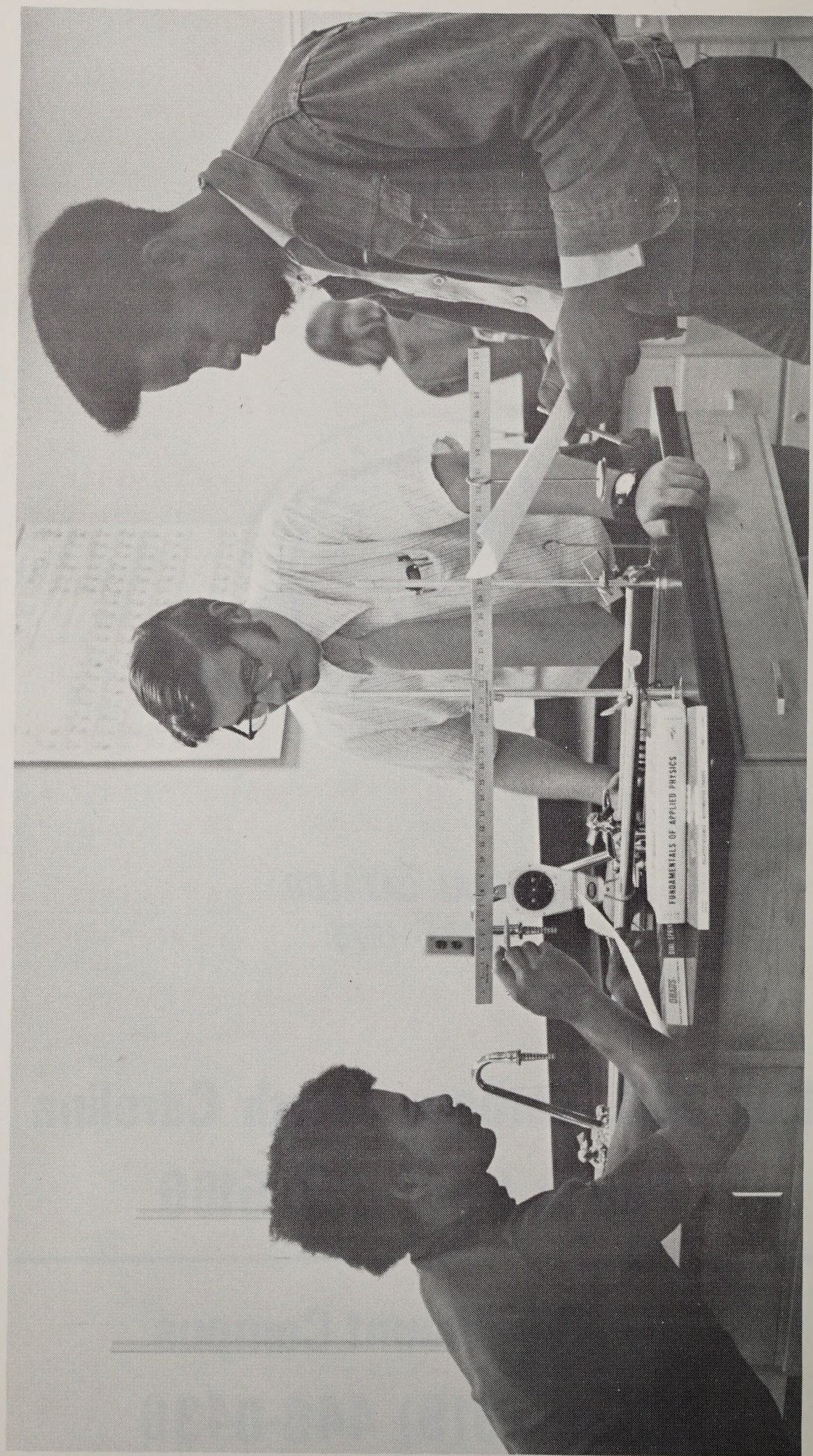
EDGECOMBE TECHNICAL INSTITUTE



GENERAL CATALOG
1973 - 1975

Box 550, Tarboro, North Carolina
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Rocky Mount Campus
Phone (919) 446-0436



APPROVED BY
THE NORTH CAROLINA BOARD OF EDUCATION

THE NORTH CAROLINA STATE BOARD OF NURSING

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AMERICAN MEDICAL ASSOCIATION

MEMBER INSTITUTION OF

THE NORTH CAROLINA DEPARTMENT OF COMMUNITY COLLEGES

AMERICAN ASSOCIATION OF COLLEGES AND JUNIOR COLLEGES

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

FULLY ACCREDITED BY
SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
NORTH CAROLINA BOARD OF EDUCATION

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Edgecombe Technical Institute

Tarboro, North Carolina

1974-75 School Calendar

FALL QUARTER

September 3, 1974	Tuesday	Official Registration
September 4, 1974	Wednesday	Classes Begin
November 19, 1974	Tuesday	End of Fall Quarter

WINTER QUARTER

November 22, 1974	Friday	Official Registration
November 25, 1974	Monday	Classes Begin
November 27, 1974	Wednesday	Thanksgiving Holidays begin after last class
December 2, 1974	Monday	Classes Resume
December 20, 1974	Friday	Christmas Holidays begin after last class
January 6, 1975	Monday	Classes Resume
February 27, 1975	Thursday	End of Winter Quarter

SPRING QUARTER

March 3, 1975	Monday	Official Registration
March 4, 1975	Tuesday	Classes Begin
March 27, 1975	Thursday	Easter Holidays begin after last class
April 1, 1975	Tuesday	Classes Resume
May 23, 1975	Friday	End of Spring Quarter

SUMMER QUARTER

June 2, 1975	Monday	Official Registration
June 3, 1975	Tuesday	Classes Begin
June 27, 1975	Friday	Fourth of July Holidays begin after last class
July 7, 1975	Monday	Classes Resume
August 26, 1975	Tuesday	End of Summer Quarter

Edgecombe Technical Institute

Tarboro, North Carolina

1975-76 School Calender

FALL QUARTER

September 2	Tuesday	Official Registration
September 3	Wednesday	Classes Begin
November 19	Tuesday	End of Fall Quarter

WINTER QUARTER

November 21	Friday	Official Registration
November 24	Monday	Classes Begin
November 26	Wednesday	Thanksgiving Holidays begin after last class
December 1	Monday	Classes resume
December 19	Friday	Christmas Holidays begin after last class
January 5	Monday	Classes resume
February 25	Wednesday	End of Winter Quarter

SPRING QUARTER

March 1	Monday	Official Registration
March 2	Tuesday	Classes Begin
April 15	Thursday	Easter Holidays begin after last class
April 20	Tuesday	Classes resume
May 20	Thursday	End of Spring Quarter

SUMMER QUARTER

June 1	Tuesday	Official Registration
June 3	Wednesday	Classes Begin
July 2	Friday	Fourth of July Holidays begin after last class
July 12	Monday	Classes resume
August 24	Tuesday	End of Summer Quarter

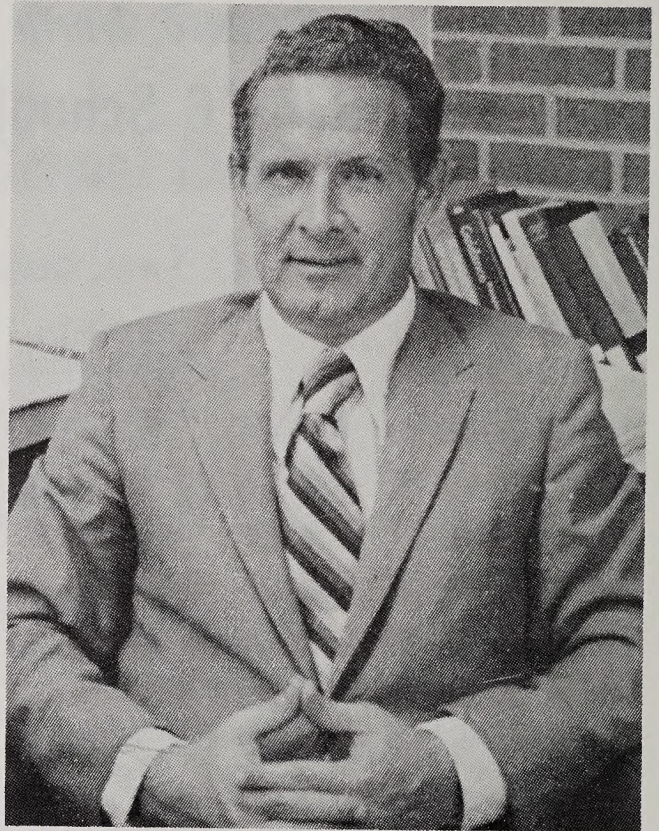
A MESSAGE

FROM

CHARLES B.

McINTYRE

PRESIDENT



The Edgecombe Technical Institute was founded as an area school to meet the occupational training needs of the people of this area and of the growing industrial community.

Any adult is welcome regardless of age, previous education, race or creed. Every attempt is made by the Institute to offer courses of study to provide for each individual student's needs, interests and abilities.

The purpose of this catalog is to acquaint the citizens of this area of the educational offerings of this Institute. Every effort has been made to provide the very best equipment, facilities, and professional teaching staff that is so needed. We invite every citizen of this area to consider Edgecombe Technical Institute as you plan for the future.

Board of Trustees

JACK HAVENS — CHAIRMAN
GUY E. BARNES — VICE-CHAIRMAN

Appointed by Commissioners of Edgecombe County	Expiration of Term
R. D. Armstrong	June 30, 1977
Berry L. Anderson	June 30, 1979
Guy E. Barnes	June 30, 1981
Jack Havens	June 30, 1975
Appointed by Board of Education	
Jonathan K. Felton	June 30, 1977
Dr. T. S. Fleming	June 30, 1979
Dr. M. A. Ray	June 30, 1981
Zeb Brinson	June 30, 1975
Appointed by Governor	
Neill A. McLean	June 30, 1973
Mrs. J. Emerson Fountain	June 30, 1975
J. B. Webb	June 30, 1977
Louis W. Perry	June 30, 1979

County Commissioners

HASSELL THIPGEN, CHAIRMAN

Berry L. Anderson
Wiley Mears

Robert Lee Dunn
W. C. Pitt, Jr.

Allen Lee Harrell, Auditor

State Board of Education

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Prezell R. Robinson
Mrs. Mildred S. Strickland
Mrs. Evelyn S. Tyler

Department of Community Colleges

DR. BEN E. FOUNTAIN, JR. — PRESIDENT

Administrative Officers

- Charles B. McIntyre President
A.A., Wingate Jr. College; B.S., N.C. State University; M.A. Ed. East Carolina University; Further study at N.C. State University.
- Robert G. Brock Director of Occupational Education
B.S., N.C. State University; M.A. Ed., East Carolina University; Ed. D., N.C. State University.
- Charles Davis Rocky Mount Evening Director
- Sherron H. Deal Director, Learning Resources Center
B.S., East Carolina University; Graduate Study, East Carolina University.
- Jimmie F. Foster Director of Student Personnel
B.S., M.A. Ed., East Carolina University.
- Hartwell H. Fuller, Jr. (on academic leave) Director of Instruction
B.S., Atlantic Christian College; M.A., East Carolina University; Doctoral study at East Carolina University and N.C. State University.
- Charlie R. Harrell Business Manager
B.S., East Carolina University; M.B.A., East Carolina University.
- C. Frank Harrell Educational Developmental Officer
B.S. East Carolina University, M.A. Applachian State University, Advanced Graduate Study, N.C. State University.
- Susan D. Killebrew Bookkeeper
- Thomas Page Evening Director
B.S., Davidson College; Air Command Staff College; Colonel, USAF (Ret.)
- Earl L. Roberson Director of Adult Basic Education
B.A., Duke University; M.A. Ed., Butler University, Indiana.
- Joe Pat Tolson Director of Continuing Education
B.S., Atlantic Christian College; M. Ed., University of Virginia.

Faculty

- Thomas B. Anderson Counselor
B.A., Wake Forest University; M. A. Ed., East Carolina University.
- Carolyn Barbe Practical Nurse Education
B.S., Medical College of Virginia; M.P.H., University of North Carolina at Chapel Hill.
- Cecelia Bordeaux Business
B.S., East Carolina University; M.A., University of Rhode Island; Doctoral Study, Duke University.
- Robert Boyette Electronics
Diploma – Massey Technical Institute; 15 Years experience in Electronics.
- Anthony Chung Librarian
B.A., Souchun University; M.L.S., East Carolina University.
- Elsie E. Crisp Practical Nurse Education
R.N., Methodist Hospital, Brooklyn, N. Y.
- Frederick M. Cutler Plastics Technology
B.S., East Carolina University; M.A. Ed, East Carolina University
- Beverly Dunne Librarian
B.S., East Carolina University. Graduate Study, East Carolina University.
- Tom Eason Auto Body
Auto Body Repair experience, self employed. Electronic Diagnostics Certificate.
- Henry M. Edmondson, Sr. Welding
Welding Technical School, Newport News, Virginia; Wilson Technical Institute.
- Lou Everette Practical Nurse Education
R.N., Parkview Hospital School of Nursing, Rocky Mount, N.C.
- Bill Griswold Auto Mechanics
20 years military experience. Gregory Poole apprenticeship, Raleigh, N.C.
- Lawrence Gulley Learning Lab Coordinator
B.S., East Carolina University.

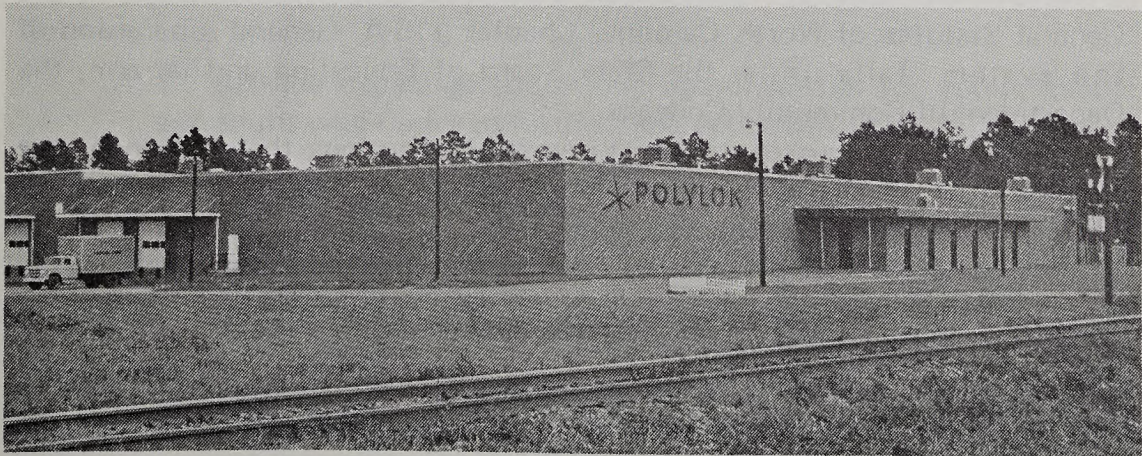
- Ada Hart Learning Laboratory Coordinator
B.S., Elizabeth City State University.
- Vivian B. Godwin Cosmetology
Carolina College of Beauty, Raleigh; Robert Fiance Institute of Hair Design, New York.
- Frank Jaarsma Plastics Technology
B.S. Plastics, Lowell Technical Institute, M.S., Plastics, Lowell Technical Institute.
- Hattie H. Jordan Cosmetology
Swindell Beauty College; Civella Beauty College.
- Rudolph Knight Business
B.A., North Carolina College, Durham, North Carolina; Graduate Study, East Carolina University.
- Jack Price Automotive Mechanics
Certificate, Aircraft and Engine Mechanics; 28 years automotive experience.
- Robert Lee Somers Language Arts
B.A., N.C. Wesleyan College; M.A., University of North Carolina.
- Larry Stroud Physics, Math
B.S., East Carolina University; M.P., East Carolina University.
- Carson Sutton Counselor
B.S., Fayetteville State College; M.A. Ed., East Carolina University.
- Maxyne Weaver Operating Room Technology
B.S.N. — East Carolina University. Riverside Hospital School of Nursing, Christopher Newport College, Newport News, Virginia.
- Joe Webb Electronics
Electrical Installation & Maintenance School — Pitt Technical Institute; Contractors License; Electronics — Wilson Technical Institute, 10 years experience, Industrial, Commercial, Residential wiring.
- George White Business
A.B., University of North Carolina at Chapel Hill; Graduate Study at East Carolina University.
- Dottie Tolson Business
B.S., B.A., East Carolina University; Graduate study at East Carolina University.

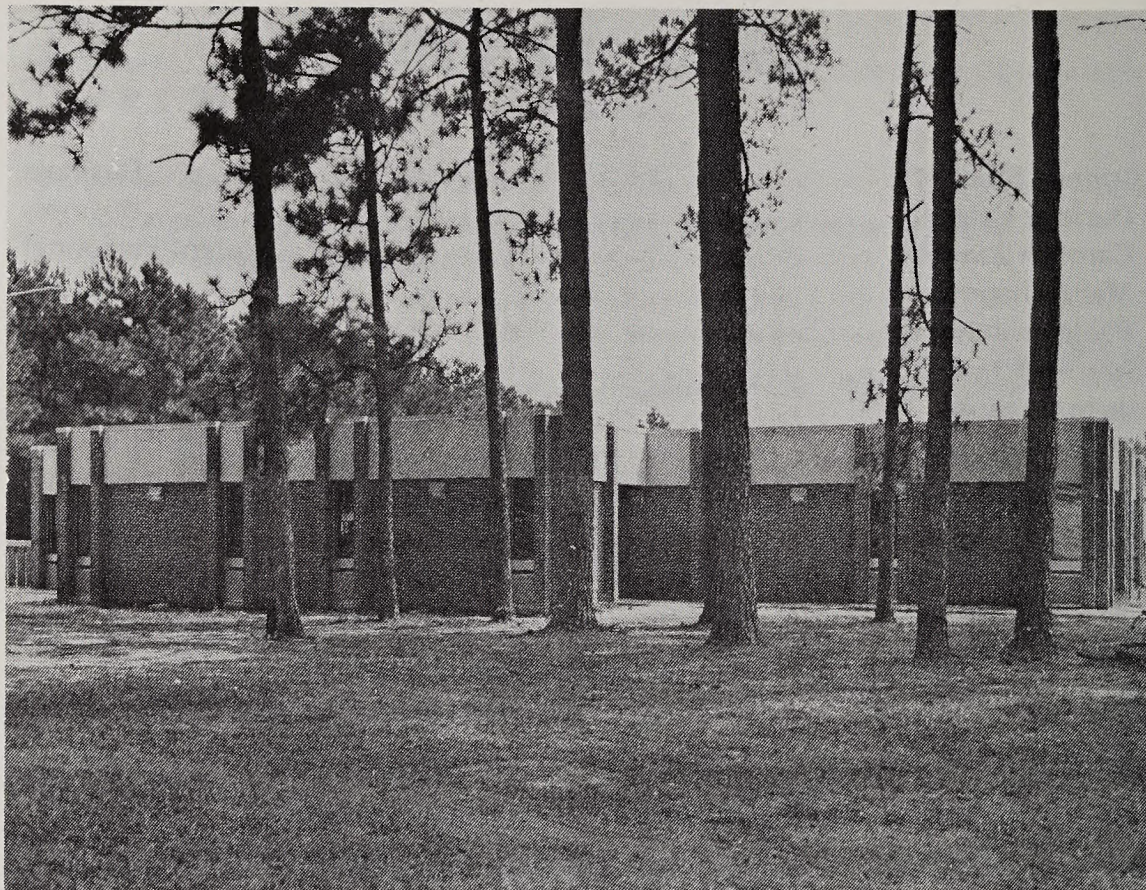
Secretarial Staff

Ailleen Stewart	Business
Darlene Caison	Business
Carolyn Johnson	Student Personnel
Mary Chapman	Student Personnel
Paulette Johnson	Student Records
Myrna Edwards	President
Jean Chappell	Continuing Education
Virginia Abrams	Student Personnel
Patsy H. Dew	Academic
Iris Bundy	Faculty
Helen Williams Collins	Receptionist
Betty Dew	Continuing Education
Betty Todd	Veterans Affairs Coordinator

Maintenance Staff

Walter Knight	Maintenance Supervisor
James Atkinson	Custodian
Emma Knight	Maid
Mamie White	Maid
Willie Williams	Custodian





HISTORY , PHILOSOPHY, PURPOSE AND OBJECTIVES

History

The Community College System of North Carolina was approved by the General Assembly of North Carolina in 1963 and is provided for in the General Statutes of North Carolina, Chapter 115-A. General supervision of the system falls under the State Board of Education and its arm, the Department of Community Colleges.

There are two distinct types of institutions that fall under the supervision of the Department of Community Colleges: comprehensive community colleges and technical institutes.

A comprehensive community college under this philosophy includes the areas of technical/vocational education, continuing education, college transfer education, and adult basic education.

A technical institute has the same general areas of responsibility as the comprehensive community college, except that it does not normally offer the college transfer.

Edgecombe Technical Institute began as an extension unit of Wilson County Technical Institute and in 1967 came under complete Edgecombe County administration, thus dissolving the relationship with Wilson County Technical Institute. The final step to full institutional independence came in

the Spring of 1971 when the General Assembly made all Technical Institutes in North Carolina independent of any local boards of education and granted government by a twelve man Board of Trustees.

The final hurdle to complete independence was passed when the Governor of North Carolina appointed four Trustee Members in July 1971 which completed the twelve man Board.

The Department of H.E.W. conveyed the former U.S. Post Office building in Rocky Mount to Edgecombe Technical Institute on April 26, 1972. The Institute has renovated the building and is using it for administrative offices, classrooms and laboratories to provide a Rocky Mount campus of Edgecombe Technical Institute.

Edgecombe Technical Institute is a candidate for accreditation by the Southern Association of Colleges and Schools.

Philosophy of Institution

The philosophy of Edgecombe Technical Institute is that any person, whether a high school graduate or non-graduate, who is eighteen years old or older, and who is able to profit from further formal education, will be served by the Institution.

Purpose

The general purpose of Edgecombe Technical Institute is to fill the broad gap in educational opportunities existing between high schools and the senior colleges and universities.

Objectives

The primary objectives of Edgecombe Technical Institute are as follows:

- A. To provide expanded educational opportunities for young people and adults who desire to further their education.
- B. To provide relatively inexpensive nearby educational opportunities for high school graduates, school dropouts, and adults.
- C. To provide technical programs that provide technicians for jobs in industry and business.
- D. To provide vocational programs that prepare students for jobs that require different levels of abilities and skills.

- E. To provide programs of training for adults who are already employed but who need different skills to enter different occupational levels.
- F. To provide programs of training for adults who are already employed but who must have upgrading.
- G. To provide manpower training for new and/or expanding industry and other occupations.
- H. To provide opportunities for people to pursue avocational interests.
- I. To conduct continual services for the educational needs of this community and delete obsolete programs, to improve marginal programs, and to create new programs.
- J. To provide the education necessary to meet the requirements for obtaining a high school diploma for those adults who did not complete high school in the public schools and to offer ABE courses for those adults who need elementary school training.
- K. To provide a program of articulation between the Institute and the public and private schools of this area in order to provide a complete educational program for all citizens.

Summary

In summary, the philosophy of Edgecombe Technical Institute is to fulfill the individual educational and training needs of all its students, within the framework of the North Carolina Community College System. At the same time, the Institute's programs help supply the area served by the Institute with qualified, trained manpower for continued industrial and business growth. The Institute is dedicated to providing a broad range of educational and training programs that offer students the opportunity to further their education, to improve their individual efficiency, to enrich their cultural lives, and to help make them more effective members of their community.



GENERAL INFORMATION

Tuition and Fees

Tuition fees are set by the State Board of Education and are subject to change without notice. Cost of textbooks and supplies are additional expenses which vary according to the program of study. Current basic fees to be paid by students upon enrollment are as follows:

TECHNICAL, VOCATIONAL AND GENERAL EDUCATION PROGRAMS

Tuition fee for full-time students: \$32.00 per quarter. For part-time students the rate is \$2.50 per credit hour with a maximum tuition charge of \$32.00 per quarter.

Advance Deposit

A deposit of \$5.00 should be paid upon notification of admission. This is credited toward the student's tuition charges due at registration. This advance payment is not refundable.

Student Activity Fee

All full-time students are required to pay an activity fee of \$3.00 for each quarter. This fee is used to support the Student Activities Program.

Textbooks and Supplies

The cost of textbooks and supplies vary according to the program of study. Full-time vocational students may expect to pay between \$20 and \$25 per quarter. Textbooks and supplies for full-time technical students will cost approximately \$40 per quarter.

Accident Insurance

Accident insurance, covering hours in school and transportation to and from school, is available for \$3.00 per year.

ADMISSIONS

Open Door Policy

Edgecombe Technical Institute operates under the OPEN DOOR POLICY of the Department of Community Colleges. Thus, any person, whether a high school graduate or non-graduate, who is eighteen years old or older, and who is able to profit from further formal education, will be served by the institution.

The OPEN DOOR POLICY does not mean that there are no restrictions on admission to specified curriculums. Students are screened and placed into programs which serve their needs and objectives in life, consistent with the background, aptitudes, and expressed interests of the students. The restrictions on admission are flexible enough to allow each student opportunities to improve his educational status. Opportunities for preparatory or remedial studies are provided for students who lack specific necessary academic skills for admission to chosen programs.

Requirements and Procedures

Edgecombe Technical Institute operates under an "Open Door" admission policy and does not impose restrictive standards for admission. The Institute offers occupational programs, and adult education to all persons 18 years of age and older, who are not enrolled in high school and who are able to profit from instruction.

Admission to a specific course of study is based upon guidelines developed to help the student determine his chances for success in that course of study. These guidelines are strictly followed to prevent loss of student time and effort as a result of unsatisfactory achievement. Should a student desire a course of study but not have the appropriate educational background, developmental studies are available to prepare him for admission to the desired program.

Persons wishing to enroll at the Institute should complete the entire application process. This consists of the following steps:

1. Submit an application form.
2. Submit a transcript of credits from the last school attended. Transcripts should be mailed directly from the school to the Institute.
3. Complete placement tests when requested.
4. Have a personal interview with a counselor of the Student Personnel staff.
5. All full-time students should complete and submit a medical statement. In certain programs a physician's statement is required. Upon completion of the above procedures, each applicant will receive written notification of the action taken by the admissions committee.

The personal interview aids the applicant and the school officials in that the applicant has an opportunity to ask questions about the school and its programs and the school officials have an opportunity to evaluate the applicant's interest in, and capability to pursue a particular program of study.

ACADEMIC REGULATIONS

Establishment of Residency

A student who is not a legal resident of North Carolina must pay non-resident tuition. A person is not deemed eligible for the resident rate of tuition unless he has established and maintained his legal residence in North Carolina for at least twelve months with the intent to live in North Carolina prior to enrollment.

Out-of-state tuition is \$137.50 per quarter.

Students who are in doubt as to their status as a resident should request clarification by writing to or consulting the Student Personnel Office before registration.

Schedule Changes and Drop-add

The student is expected to plan carefully his schedule in advance with the assistance of his advisor. While it is possible to add/or drop a course after completion of registration, students are encouraged not to do so. All changes in schedules (drop/adds or section changes) should be adjusted during the first ten school days of any quarter and must be approved by the Student Personnel Department.

A course dropped within the first ten school days will not be recorded on the student's permanent record.

A student who drops from a course after the first ten school days of the quarter will receive a grade of "W" if he officially withdraws.

A student who drops from a course within ten school days of the end of the quarter for reasons other than those of a medical or emergency nature will automatically receive a grade of "F" regardless of his standing in the course.

Withdrawals

A student who transfers or withdraws from the Institute during the quarter should consult with the Director of Student Personnel and Faculty Advisor. This will protect the student's academic records, his right to re-enroll, or the right to transfer to another technical institute or college. No student record will be released until his financial record is cleared.

Procedures for withdrawals are as follows:

1. Obtain withdrawal form from the Office of Student Personnel.
2. Complete the withdrawal form according to outlined procedures printed on the form and secure all signatures.
3. A student who withdraws from the Institute will receive a grade of "W" (withdrew).
4. Any student who withdraws from the Institute at any time without completing the withdrawal procedures will receive a grade of "F" (failing).

Acceptance of Transfer Credit

All Transfer Credit must be of "C" quality or better and be a requirement for graduation.

The acceptance of Transfer Credits shall be determined by a committee composed of the Director of Instruction, the Director of Student Personnel, the Director of Occupational Education, and an instructor in the curriculum in which the student wishes to enter.

A list of accepted transfer credits will be signed by each member of the committee and placed in the student's permanent file at the time of acceptance.

Proficiency Examinations

Prior to enrolling in a course, or during the first ten school days of a quarter a student may elect to take a proficiency examination for credit of that course.

To obtain the Proficiency Examination the steps below will be followed:

1. The student should consult with his advisor and the department chairman concerning the possibility of a special examination for any offered subject giving evidence of adequate preparation for the examination.
2. The department chairman and/or advisor will consult with the Director of Instruction. Upon their consensus, the date of the examination will be set. The examination may be written or oral, or both.

3. The student will appear at the designated time and place to take the proficiency examination. Only the course number and number of hours credit will be entered on the student's record upon successful completion of the examination. No quality points will be given.

Auditing Courses

Students who wish to audit courses must register through normal channels. Auditors receive no credit but are encouraged to attend classes regularly and participate in class discussions. Auditors will be charged the same fee as students taking courses for credit.

Attendance Regulations

1. The student may be allowed as many emergency absences in a particular subject as the number of class and lab hours that particular subject meets per week.
2. Any absences in excess to this number have to be made up in the Learning Lab with a note from the Learning Lab Coordinator verifying the hours made up.
3. The student must show this note to the instructor as proof that he has completed the hours missed. The student must also show the instructor any assignments he was to complete.
4. The instructor should remind the student when all his emergency absences have been taken and should suggest that the student make up any excess absences.
5. The instructor should strike off excess absences after completion of make up work by students.
6. If the student makes no effort to make up absences, then the instructor should award an "F" at the end of the quarter.
7. If the student makes an immediate effort to complete the make up work, then the instructor may award a grade of incomplete until work is finished the following quarter. (In such cases as the student would not have time to complete make up work.)

Absences are a serious deterrent to good scholarship; it is impossible to receive instruction, obtain knowledge or gain skill when absent. As all students are adults with many responsibilities, an occasional absence from class might be absolutely necessary; however, such absences in no way lessen the student's responsibility for meeting the requirements of the class. There is always a direct relationship between the number of class absences and the final grade. It is the student's responsibility to contact the instructor for any missed assignments.

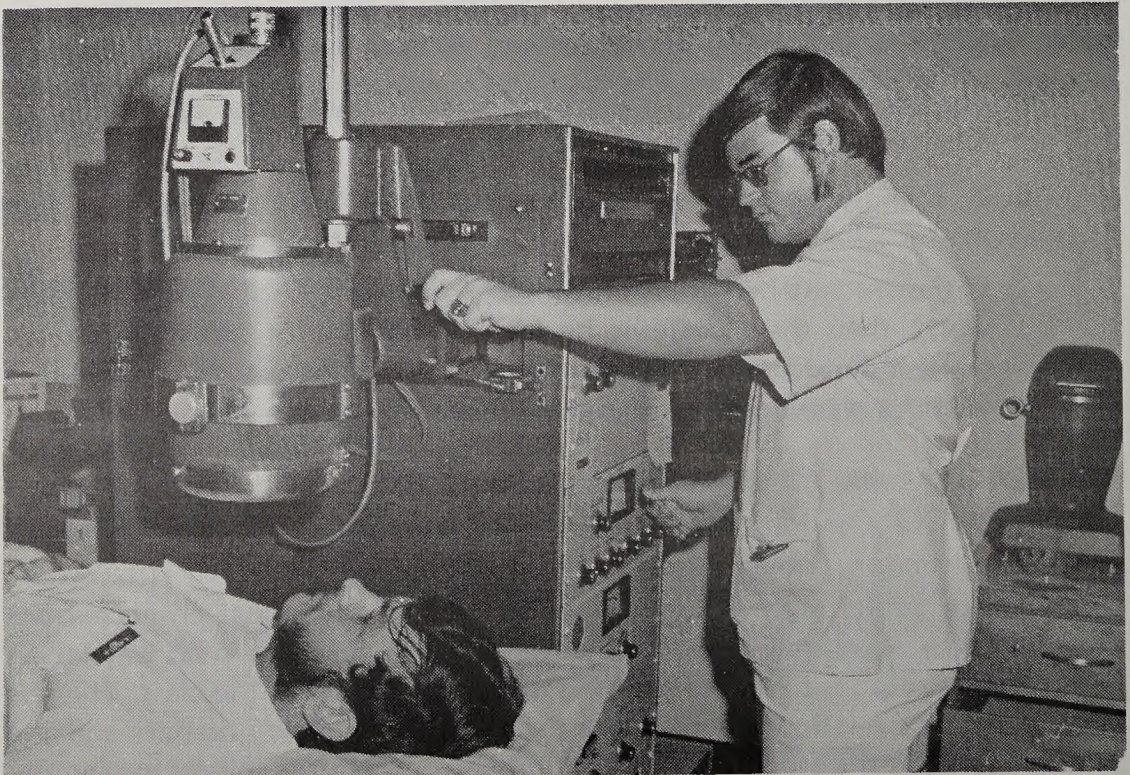
Scholastic Standards and Grading System

At the end of each quarter quality points are assigned in accordance with the following formula:

Grade	Significance	Quality Points
A	Superior	4 per qtr. hr.
B	Above Average	3 per qtr. hr.
C	Average	2 per qtr. hr.
D	Poor but Passing	1 per qtr. hr.
F	Failing	0
I	Incomplete	0
AU	Audit	0
W	Withdrew	0

Quality points, which are the numerical equivalents of the letter grades, are used to determine a student's rank in class and academic honors. A minimum quality point average of 2.0 is necessary to meet grade requirements for graduation in the two-year degree programs. A 1.6 grade point average is necessary to meet the grade requirements for the Vocational Diploma.

Grade point averages are determined by dividing the total number of quality points by the number of hours attempted. If a course is repeated, the last grade will be used in determining a student's hour-quality point ratio.



Incomplete Grade

A grade of "I" may be awarded only when a student has not completed the requirements of a course. If a grade of "I" is not removed within one quarter, the "I" grade will automatically be changed by the Registrar to a grade of "F".

At the time a grade of "I" is awarded, the instructor will complete the form for the removal of incompleteness containing:

1. Specific requirements for the completion of the course.
2. The student's grade standing at the time the "I" grade is awarded.
3. The time period allowed by the instructor for the completion of the course.

The form for the removal of incompletes is to be approved by the appropriate instructor and the Director of Student Personnel and placed in the student's file in the Student Personnel Office.

Failures

All failing grades must be removed before graduation. If a student fails a prerequisite course he should repeat and successfully complete the prerequisite before beginning the next course. This could result in the student being enrolled for a longer period than is normally required to complete requirements for graduation.

Change of Grades

A grade may be changed only through mutual agreement of the Director of Instruction and the faculty member who gave the grade.

Student Classification

Full-Time Technical or Vocational Student — A student enrolled in a Technical or Vocational Program who is registered for 12 or more credit hours.

Part-Time Student — A student who is taking less than 12 credit hours.

Special Student — A part-time student who is not seeking a degree or diploma.

1st Year Student — A student who has successfully completed less than 45 quarter credit hours.

2nd Year Student — A student who has successfully completed 45 or more quarter credit hours.

Dean's List

All full-time students who have earned a grade point average of 3.0 with no grade lower than "C" will be placed on the Dean's list.

REQUIREMENTS FOR GRADUATION AND DEGREES OFFERED

Degree and Diploma Requirements for Graduation

The following is established as minimum requirements for the Associate in Applied Science Degree and State Diploma:

1. Complete all course requirements as outlined by curricula. Degree candidates must earn at least a 2.0 grade point average in courses presented for graduation.
2. Prospective graduates must be recommended by the chairman of the department in which a student completes his or her major work.
3. Fulfill all financial obligations to the Institute.
4. Be present for graduation exercises which are held during the last week of August each year. Exceptions to this requirement in cases of unavoidable absences may be granted by the Director of Student Personnel.
5. Prospective graduates must be dressed for graduation in the proper academic attire.

Degree Programs

Edgecombe Technical Institute will confer an Associate in Applied Science Degree in all technical curricula. This degree is conferred in the name of the North Carolina Board of Education when all requirements for graduation have been satisfied.

Diploma Programs

Edgecombe Technical Institute will award a diploma in all trade curricula.

This diploma will be granted in the name of the North Carolina Board of Education when all requirements for graduation have been satisfied.

Certificates are issued in the name of Edgecombe Technical Institute to students who successfully complete any short term program or course.

GENERAL INFORMATION

Waiver of Responsibility

The Institute is in no way responsible for the quality of work performed or damages sustained in departments where services are rendered. Work in such departments is performed by students as a learning experience. Students and staff receiving services from such Institute departments are responsible for payment of material costs as determined by the respective instructor.

Student Rights and Responsibilities

The rights of students as citizens are acknowledged and reaffirmed. Student rights include the privilege of education, the freedom to hear, to study, to write, and to exercise the rights of citizenship.

Student Conduct

Edgecombe Technical Institute expects all students to conduct themselves with honor and to maintain high standards of responsible citizenship. The campus and Institute facilities are not places of refuge or sanctuary. Students, as all citizens, are subject to civil authority on as well as off the campus.

Student Discipline

The President and the Director of Student Personnel or their authorized administrative representative in their absence, are authorized to dismiss, suspend, or expel immediately any student who impairs, impedes, or disrupts the legal mission, processes, or functions of the Institute. Students counseling, encouraging, instigating, or inciting others to impair, impede, or disrupt the educational and other lawful operations of the Institute also shall be subject to immediate suspension, dismissal or expulsion.

Student Appeal

The Board of Trustees of Edgecombe Technical Institute officially declares that all students have the right of due process of law as supported by the Fourteenth Amendment to the Constitution of the United States with the approval of the following procedures:

1. Students have the right to appeal any disciplinary action of the Director of Student Personnel to the Faculty Executive Committee through the manner described in 2.
2. The student shall submit a written notice of appeal to the Director of Student Personnel who will call a meeting of the Faculty Executive Committee within five (5) days of the appeal. The Faculty Executive Committee shall include three (3) students appointed by the President of the Student Government Association.

3. If the student is not satisfied with the decision of the Faculty Executive Committee, he may appeal directly to the President of the Institute.
4. Should the student not wish to accept the decision of the President as final, he may appeal directly to the Board of Trustees through the manner described in 5.
5. The student will state such wishes in writing to the President (Secretary to the Board) indicating the number and identity of those persons who will accompany him to the appeal hearing.
6. The President will notify the student in writing, at least two days prior to the meeting, as to the date, hour, and place of meeting.
7. The Chairman of the Board of Trustees may call a special meeting of the Personnel Committee of the Board of Trustees to hear the appeal if the next scheduled Committee meeting is as much as thirty (30) days from the date of the letter requesting the hearing.
8. The Committee will hear the student and the Director of Student Personnel at different times and will render a decision to the student in writing through the Secretary of the Board, who shall preside at the meeting.

Institute Property

The property of the Institute must not be abused or removed from the place where it belongs. Students who feel inclined to destroy or abuse the building or furnishings shall be permanently dismissed from the Institute. Students shall be held liable for the damages.

Parking Regulations

Students are expected to drive carefully and courteously and not over 10 miles per hour while on campus. Parking areas for students are located beside the Vocational building and on the east side of the Administrative building. Students must not park in reserve spaces or loading zones. Violators are subject to disciplinary action.

Smoking

Smoking is allowed in authorized places. Students may smoke in the halls, the student center, and outside of the building. Smoking is not allowed in classrooms, library, and shops, or other hazardous areas.

Dress Recommendations

Edgecombe Technical Institute encourages neatness, cleanliness, and appropriateness of attire for Technical Institute men and women at all times. In the interest of safety, students will be advised by shop instructors as to appropriate dress and shoes to be worn.

Social Life

A series of events are provided throughout the year for the social, cultural and educational enrichment of the student. Any student who pays the student activity fee is eligible to attend activities sponsored by the Institute.

Food Service

The Institute provides vending machines in the student lounge that dispense cake, cookies, soft drinks, and other sundries. No cafeteria is maintained on campus.

Student Lounge

The student lounge area is a place to meet, eat, and relax during leisure moments. Wastebaskets and soft drink crates are provided in order that students may leave the area neat and clean for others.

The bulletin board in the lounge is reserved for Student Personnel and student use. Materials may be posted for information such as employment opportunities, social and recreational events, and Student Government activities and should be approved by the Student Personnel Office prior to posting. Any complaints concerning vending machine service should be directed to the Business Office. A suggestion box is located in the student lounge for constructive criticism.

Student Publications

Student publications, such as a school newspaper or yearbook depend upon the voluntary cooperation of the students. A student publications committee will be under the supervision and direction and approval of the SGA, the Counselors and the Director of Student Personnel.

Extra-Class Activities

Extra-class activities, such as intramural sports, dances, picnics, socials, and student publications, are supervised and approved by the SGA, the counselors and the Director of Student Personnel. Final approval of extra-class activities comes from the Director of Student Personnel. The SGA is under the supervision of two faculty advisors, the Counselors and the Director of Student Personnel.

Use of Institute Telephone

A public telephone is provided for student use and is located near the student lounge. Students are cautioned against having parents and friends call during class time as students will be called out of class only to receive emergency calls.

Refund Policy

Tuition refunds shall not be made unless the student is compelled to withdraw. In such cases, two-thirds of the tuition paid may be refunded if the student withdraws within ten school days after the beginning of the quarter. No refund may be given after ten school days.

No refund shall be made to students enrolled in short term non-credit classes or for insurance fee. In any event no refund shall be made for any amount less than five dollars (\$5.00).

In compliance with federal regulations, students who are veterans or war orphans receiving benefits under U.S. Code, Title 38, Chapters 33 and 35 will be refunded the pro rata portion of the tuition fee not used at the time of withdrawal.

Textbooks

The cost of textbooks and supplies are additional expenses for which the students should plan. These expenses vary according to the program of study, but on the average range from \$15.00 to \$25.00 per quarter. These items may be purchased from the Institute's bookstore. The first quarter of registration is generally the most expensive.

STUDENT SERVICES

STUDENT PERSONNEL SERVICES OBJECTIVES

1. To provide an accurate image of the institute to prospective students.
2. To provide orientation information, registration and records service:
3. To provide financial aid information to those interested.
4. To provide guidance and counseling to help students make appropriate educational and vocational plans.
5. To provide guidance in student activities.
6. To provide assistance in job placement;

GUIDANCE SERVICES

Student Personnel Services include counseling services. These services are available to every student from pre-admission through graduation, including transfer or placement.

Each student is assigned a faculty advisor who serves to assist the student with specific course planning and registration.

In selected programs entrance examinations are required for admission to Edgecombe Technical Institute. Various tests may be administered to serve the following purposes:

1. To measure a student's aptitude and preparation to compete successfully in the Technical Institute's environment.
2. To indicate the student's proficiency in English and Mathematics.
3. To assist the student in selecting a program of studies consistent with his aptitude and abilities.

Students are encouraged to consult the Student Personnel Office on personal and academic matters. The office will arrange conferences to discuss problems with the student in order to evaluate his case and provide the needed guidance.

The Student Personnel Office provides assistance in the following areas:

TESTING: Tests are given as a tool for use in guidance and placement of students.

COUNSELING: Each student may use this service as desired. He may feel free to come to the Student Personnel Office at any time when a personal problem arises which may affect his educational progress.

PLACEMENT: The Institute will assist the students and alumni in securing employment. The objective of this service is to guide and assist the student and graduate in obtaining the type of position for which he has been trained and for which he is best qualified.

Active contacts are maintained throughout Eastern North Carolina with industries. Informative booklets, brochures, and industrial directories are available in the library. Group and individual job interviews will be arranged. Students interested in placement services should register in the Student Personnel Office will assist students in arranging living accommodations.

RECORDS: Student records may be sent to other institutions or authorized persons only when requested by the student. A written request should be made to the Student Personnel Office.

Institutional instructors or professional personnel who wish to see a student's records in regard to professional educator-student relations must obtain permission from the Counselor or Director of Student Personnel.

HOUSING: The Institute does not have dormitory facilities, but the Student Personnel Office will assist students in arranging living accommodations.

FINANCIAL AID

Edgecombe Technical Institute believes that no person who has the ability and motivation should be deprived of an education because of lack of funds. The institute provides financial aid through College Work Study, Vocational Work Study and Educational Opportunity Grant loans, and

College Foundation, Inc. All inquiries concerning student aid should be addressed to the Student Personnel Office, Edgecombe Technical Institute, Tarboro, North Carolina unless otherwise designated.

Vocational Rehabilitation

The Institute works with various vocational rehabilitation agencies in seeking to provide educational opportunities for persons with physical and health limitations.

By Act of Congress, any physically handicapped student may be eligible for scholarship assistance under the provisions of Public Law 565. Application for this scholarship aid should be processed through the District Vocational Rehabilitation Office nearest the applicant. Inquiries may be directed to the Rehabilitation Office or Student Personnel Office.

Veterans Educational Assistance

The Veteran's Readjustment Benefits Act of 1966 provides educational assistance for veterans who served on active duty with the Armed Forces after January 31, 1955.

War Orphan's Educational Assistance Act of 1956 entitles a son or daughter of a veteran who died of a service-connected disability to receive benefits from the Veterans Administration.

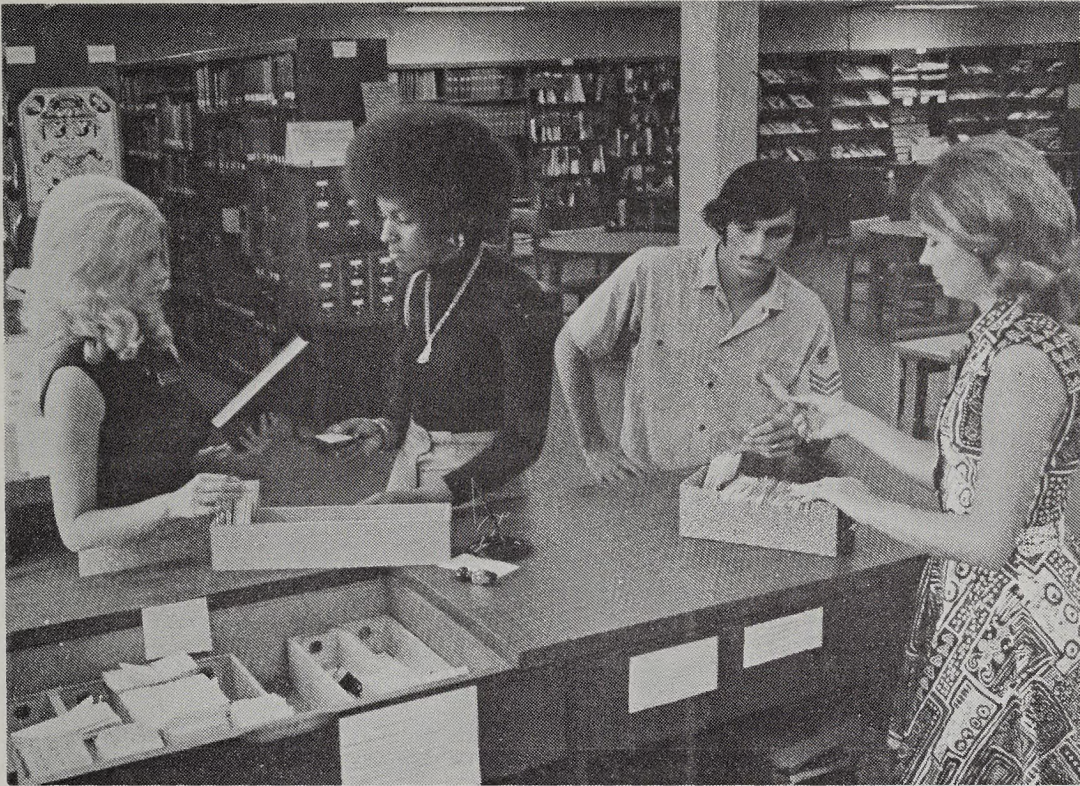
The student initiates proceedings by contacting his local VA office. The Student Personnel Office is the clearing house on campus for veterans affairs.

Educational benefits expire on May 31, 1974 for veterans who were separated from active duty prior to June 1, 1966.

Social Security Benefits for Students

Sons and daughters of retired, disabled, or deceased workers are eligible for social security benefits up to the age of twenty-two while they are in college, if they are unmarried, full-time students.

Payment of these benefits is not automatic. If a student is not yet eighteen and wants to continue receiving monthly benefits or if his benefits were stopped because he had reached the age of eighteen, he should notify the Social Security Administration. Students should contact their local Social Security representative for further information.



LEARNING RESOURCES CENTER

The Learning Resources Center operates from 8:30 a.m. to 9:30 p.m. Monday through Thursday, and from 8:30 a.m. until 5:00 p.m. on Fridays.

The Learning Resources Center is composed of three departments: the Library, the Audio-Visual Department, and the Learning Laboratory.

The Library collection is composed of all forms of educational media selected to meet the needs of library users. Included here are not only books, but magazines, newspapers, pamphlets, and audio-visual materials, including films, filmstrips, transparencies, tape recordings, disc recordings, and microfilm.

Borrowing Books

All books may be checked out for a period of two weeks, except reference and reserve books. Books to be checked out should be presented at the Librarian's Desk to be stamped. Books to be returned should be placed on the Librarian's Desk, and not returned to the shelves.

Points to Remember

1. There is no limit to the number of books that may be borrowed as long as the privilege is not abused.
2. Books may be renewed one time after the initial check out.

Regulations Governing Use of the Library

The following regulations are designed to protect the rights of all library users:

1. The Library is a study area in which reasonable quiet is essential.
2. Smoking and refreshments are not allowed in the library area.
3. A fine of two cents per day will be charged for overdue books.

Reserve Books

Books for required reading in various courses are placed on reserve at the Librarian's Desk. This is done to enable groups of students to use relatively small numbers of books. A reserve card will be placed in each reserve book for the student to sign as he uses the book in the library. These books will not leave the library while on reserve.

Periodicals

All back issues of magazines are filed for future reference and may be checked out at any time for one day periods. The Librarian should be consulted when seeking back issues of periodicals. The check out sheet is located on the edge of the Librarian's Desk.

Current issues of magazines on the magazine rack are not to be checked out until they are taken off the rack, except for one class period for a report.

Reference Books

All reference books for every subject are located in one area of the library. These books, including encyclopedias, are not to be checked out of the library, except by special permission.

Audio-Visual Services

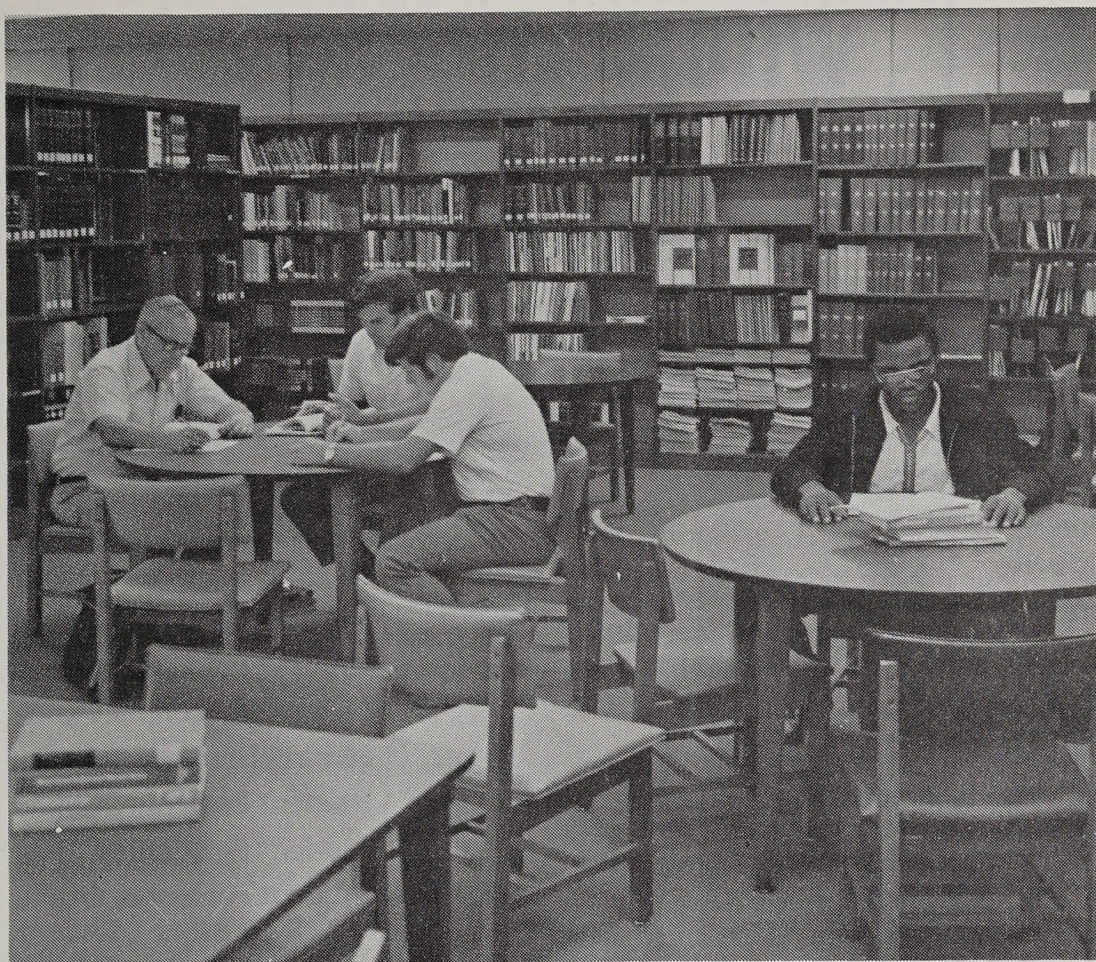
The Learning Resources Center houses and distributes movie projectors, filmstrip projectors, tape recorders, record players, overhead projectors, and other audio-visual equipment.

Learning Laboratory

The Learning Laboratory is an individualized instructional facility. Anyone 18 years of age and not presently enrolled in a secondary school is eligible for this program. Regardless of previous education, a student begins at a level at which he can achieve and progresses at his own pace. A learning laboratory coordinator is present to assist individuals when needed.

The Learning Laboratory will be open five days per week, both day and evening hours. The student attends regularly at his own convenience during the scheduled hours.

There is no tuition fee to attend the Learning Laboratory. The Institute provides the necessary learning materials. The student must supply pencil, notebook and paper.



LEARNING RESOURCES CENTER

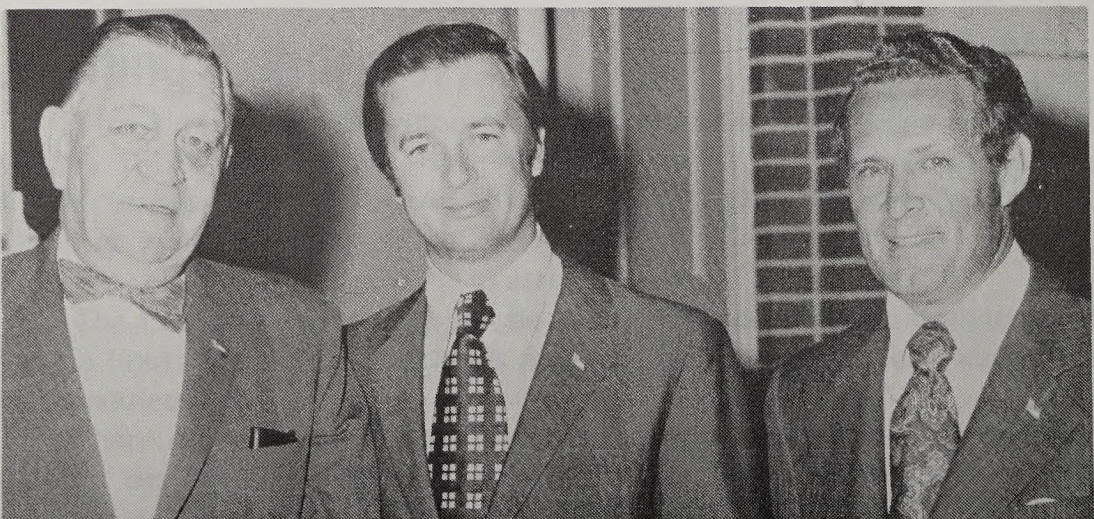
Those who wish to finish High School and who are 18 years of age or older may take a study course in the Learning Laboratory to prepare for the high school equivalency test. At the end of his studies he may apply to take a state examination called the G.E.D. (General Educational Development). If the student successfully completes the G.E.D., he is issued his High School Equivalency Certificate.

Materials available in the Learning Laboratory cover the following study areas:

- Reading and English
- Foreign Languages
- Mathematics
- Social Studies
- General Science

WHOM TO ASK

Absences	Student Personnel Office
Admission	Student Personnel Office
Books and Periodicals	Learning Resources Center
Building Maintenance	Business Office
Counseling	Student Personnel Office
Course Offerings	Student Personnel Office
Drop-Add	Student Personnel Office
Evening Courses	Continuing Education
Financial Aid	Student Personnel Office
Finances	Business Office
First Aid	Student Personnel Office
Grades — End of Quarter Reports	Student Personnel Office
Graduation	Student Personnel Office
High School Equivalency Program	Learning Resources Center
Institute Regulations	Student Personnel Office
Job Placement	Student Personnel Office
Lost and Found	Student Personnel Office
Purchase of Books and Supplies	Business Office
Recreational Equipment	Student Personnel Office
Student Activities	Student Personnel Office
Transcripts	Student Personnel Office
Veterans Affairs	Student Personnel Office
Vocational Rehabilitation	Student Personnel Office
Withdrawals	Student Personnel Office
Parking	Student Personnel Office
Change of Grade	Director of Instruction



Technical Division

TECHNICAL DIVISION

The Technical Programs are designed to provide the technical skills for employment in business or industry. In the rapidly expanding economy of today, the technician is among the fastest growing occupational groups. The technician is a valuable person in business or industry and his responsibilities involve the application of sound scientific and business principles.

Technical Programs provide training in a number of areas which require training beyond high school, but which do not require four years of college preparation.

The technical programs normally require two academic years for completion. The Associate in Applied Science Degree is awarded to those students who complete the program. Students who do not complete the entire course of study may receive a certificate.

Courses may be transferred to other institutions or colleges that determine that the course is applicable to their curriculum requirements.

A.A.S. DEGREE PROGRAMS

Business Administration

General Office Technology

Law Enforcement

Plastics Technology

Radiologic Technology

Secretarial Science — Executive and Medical

ASSOCIATE IN APPLIED SCIENCE Degree Program Admission Requirement

Prospective students for the Associate in Applied Science Degree Programs should meet the following requirements:

1. Applicant must have a high school diploma or the equivalent.
2. Applicant must be (18) eighteen years old or older or his high school class must have graduated.
3. Complete placement tests when requested.
4. Applicant should submit application and medical form supplied by the institute.

5. A transcript of high school and/or post high school education must be provided. The institute will request the transcript directly from the school last attended by the applicant.

6. Applicant should have a personal interview with a counselor.

Radiologic Technology graduates will also be interviewed by an Admissions Committee.



Business Administration

In North Carolina the opportunities in business are increasing. With the increasing population and industrial development in this state, business has become more competitive and automated. Better opportunities in business will be filled by students with specialized education beyond the high school level. The Business Administration Curriculum is designed to prepare the student for employment in one of many occupations common to business. Training is aimed at preparing the student in many phases of administrative work that might be encountered in the average business.

The specific objectives of the Business Administration Curriculum are to develop the following competencies:

1. Understanding of the principles of organization and management in business operations.
2. Understanding our economy through study and analysis of the role of production and marketing.
3. Knowledge in specific elements of accounting, finance, and business law.
4. Understanding and skill in effective communication for business.
5. Knowledge of human relations as they apply to successful business operations in a rapidly expanding economy.

The graduate of the Business Administration Curriculum may enter a variety of career opportunities from beginning sales person or office clerk to manager trainee. The duties and responsibilities of this graduate vary in different firms.

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

COURSE TITLE		HOURS PER WEEK		QUARTER HOURS CREDIT
FIRST QUARTER		CLASS	LAB.	
ENG 101	Grammar	3	0	3
BUS 102	Typewriting	2	3	3
MAT 110	Business Mathematics	5	0	5
BUS 101	Introduction to Business	5	0	5
ECO 102	Economics	3	0	3
		<u>18</u>	<u>3</u>	<u>19</u>
SECOND QUARTER				
ENG 102	Composition	3	0	3
BUS 120	Accounting	5	2	6
ECO 104	Economics	3	0	3
	Social Science Elective	3	0	3
MAT 112	Business Mathematics	5	0	5
		<u>19</u>	<u>2</u>	<u>20</u>
THIRD QUARTER				
ENG 103	Report Writing	3	0	3
BUS 123	Business Finance	3	0	3
BUS 110	Office Machines	2	2	3
BUS 121	Accounting	5	2	6
BUS 115	Business Law	3	0	3
		<u>16</u>	<u>4</u>	<u>18</u>
FOURTH QUARTER				
ENG 204	Oral Communication	3	0	3
BUS 232	Sales Development	3	0	3
BUS 239	Marketing	5	0	5
	Elective	3	0	3
BUS 272	Supervision	3	0	3
		<u>17</u>	<u>0</u>	<u>17</u>
FIFTH QUARTER				
ENG 206	Business Communication	3	0	3
BUS 229	Taxes	3	2	4
BUS 243	Advertising	3	2	4
BUS 235	Business Management	3	0	3
	Elective	3	0	3
		<u>15</u>	<u>4</u>	<u>17</u>
SIXTH QUARTER				
BUS 116	Business Law	3	0	3
BUS 271	Office Management	3	0	3
EDP 104	Data Processing	3	2	4
	Elective	3	0	3
	Social Science Elective	3	0	3
		<u>15</u>	<u>2</u>	<u>16</u>

Executive Secretarial

The demand for better qualified secretaries in our ever-expanding business world is becoming more acute. The purpose of this curriculum is to outline a training program that will provide training in the accepted procedures required by the business world and to enable persons to become proficient soon after accepting employment in the business office.

The Executive Secretary Curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the business world. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

The graduate of the Executive Secretary Curriculum should have a knowledge of business terminology, skill in dictation and accurate transcription of business letters and reports. The graduate may be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, or reports. The secretary, in addition to taking dictation and transcription, is given more responsibility in connection with meeting office callers, screening telephone calls, and being an assistant to an executive. She may enter a secretarial position in a variety of offices in business such as insurance companies, banks, marketing institutions, and financial firms.

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

COURSE TITLE			HOURS PER WEEK		QUARTER HOURS CREDIT
FIRST QUARTER			CLASS	LAB	
ENG 101	Grammar		3	0	3
BUS 102	Typewriting (or elective)		2	3	3
MAT 110	Business Mathematics		5	0	5
BUS 101	Introduction to Business		5	0	5
BUS 106	Shorthand (or elective)		3	2	4
			18	5	20
SECOND QUARTER					
ENG 102	Composition		3	0	3
BUS 103	Typewriting (or elective)		2	3	3
BUS 107	Shorthand		3	2	4
BUS 120	Accounting (or elective)		5	2	6
	Elective		3	0	3
			16	7	19
THIRD QUARTER					
ENG 103	Report Writing		3	0	3
BUS 104	Typewriting		2	3	3
BUS 108	Shorthand		3	2	4
BUS 110	Office Machines		2	2	3
BUS 112	Filing		3	0	3
			13	7	16

FOURTH QUARTER

ENG 204	Oral Communication	3	0	3
BUS 206E	Dictation & Transcription	3	2	4
BUS 205	Advanced Typewriting	2	3	3
BUS 211	Office Machines	2	2	3
ECO 102	Economics	3	0	3
		<u>13</u>	<u>7</u>	<u>16</u>

FIFTH QUARTER

ENG 206	Business Communication	3	0	3
BUS 207E	Dictation & Transcription	3	2	4
BUS 214	Secretarial Procedures	3	2	4
	Elective	6	0	6
		<u>15</u>	<u>4</u>	<u>17</u>

SIXTH QUARTER

BUS 208E	Dictation & Transcription	3	2	4
BUS 115	Business Law	3	0	3
BUS 271	Office Management	3	0	3
EDP 104	Data Processing	3	2	4
	Social Science (elective)	3	0	3
		<u>15</u>	<u>4</u>	<u>17</u>



Medical Secretary

The demand for better qualified secretaries in our ever-expanding medical world is becoming more acute. The purpose of this curriculum is to outline a training program that will provide training in the accepted procedures required by the medical world and to enable persons to become proficient soon after accepting employment in the business or medical office.

The Medical Secretarial Curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the business and medical fields. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

The graduate of the Medical Secretarial Curriculum should have a knowledge of medical terminology, skill in dictation and accurate transcription of medical records, reports and letters. The duties of a medical secretary may consist of taking dictation and transcribing letters, memoranda, and reports; meeting office callers; screening telephone calls; filing; and scheduling appointments. The graduate may secure secretarial positions in physicians' offices, private and public hospitals, federal and state health programs, and the drug and pharmaceutical industry.

SUGGESTED CURRICULUM OF COURSES BY QUARTERS

COURSE TITLE			HOURS PER WEEK		QUARTER HOURS CREDIT
FIRST QUARTER			CLASS	LAB	
ENG	101	Grammar	3	0	3
BUS	102	Typewriting (or elective)	3	3	3
MAT	110	Business Mathematics	5	0	5
BUS	101	Introduction to Business	5	0	5
BUS	106	Shorthand (or elective)	3	2	4
			<u>18</u>	<u>5</u>	<u>20</u>
SECOND QUARTER					
ENG	102	Composition	3	0	3
BUS	103	Typewriting (or elective)	2	3	3
BUS	107	Shorthand	3	2	4
BUS	120	Accounting (or elective)	5	2	6
			<u>16</u>	<u>7</u>	<u>19</u>
THIRD QUARTER					
ENG	103	Oral Communication	3	0	3
BUS	206E	Dictation & Transcription	3	2	4
BUS	205	Advanced Typewriting	2	3	3
BUS	211	Office Machines	2	2	3
ECO	102	Economics	3	0	3
			<u>13</u>	<u>7</u>	<u>16</u>
FOURTH QUARTER					
ENG	204	Oral Communication	3	0	3
BUS	206E	Dictation & Transcription	3	2	4
BUS	205	Advanced Typewriting	2	3	3
BUS	211	Office Machines	2	2	3
ECO	102	Economics	3	0	3
			<u>13</u>	<u>7</u>	<u>16</u>
FIFTH QUARTER					
ENG	206	Business Communication	3	0	3
BUS	207E	Dictation & Transcription	3	2	4
BUS	214	Secretarial Procedures	3	2	4
		Elective	3	0	3
BUS	183M	Vocabulary & Terminology (Medical)	3	0	3
			<u>15</u>	<u>4</u>	<u>17</u>

SIXTH QUARTER

BUS	208E	Dictation & Transcription	3	2	4
BUS	115	Business Law	3	0	3
BUS	271	Office Management	3	0	3
EDP	104	Data Processing	3	2	4
		Social Science (elective)	3	0	3
			<u>15</u>	<u>4</u>	<u>17</u>

General Office Technology

There are more people employed in clerical occupations than in any other single job category. Clerical workers represent a wide variety of skills and experience. The graduate of the General Office Technology Curriculum may be employed as secretary, file clerk, bookkeeper, accounting clerk, assistant office manager, or in a variety of other clerical-related jobs. Employment is available in almost any type of business or industry.

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

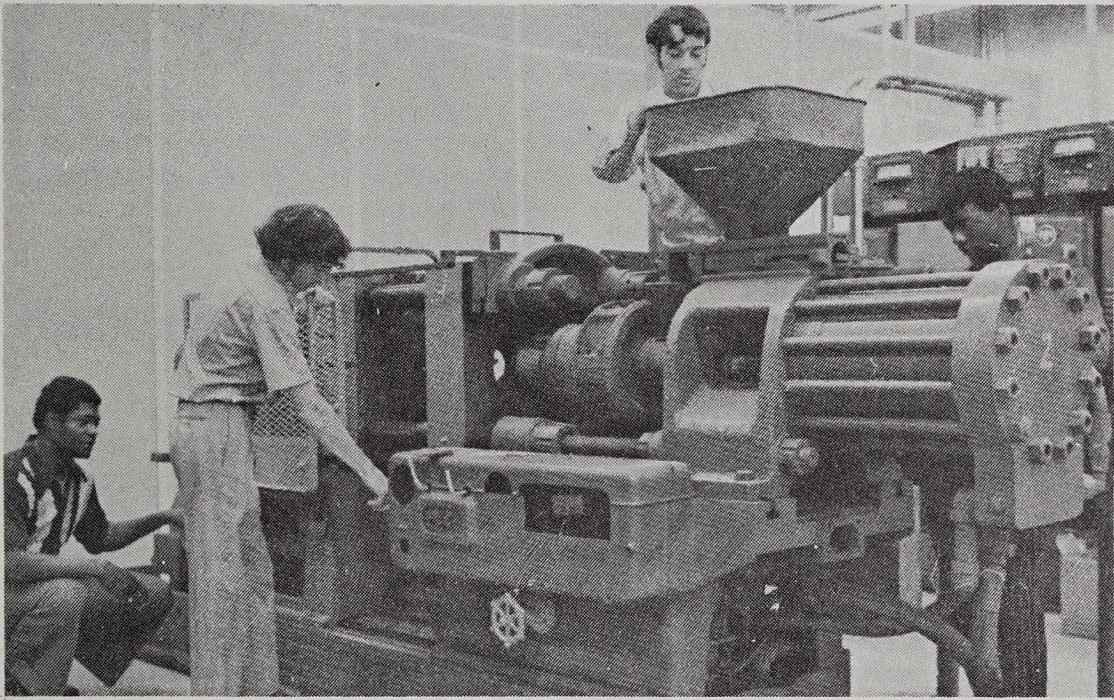
COURSE TITLE			HOURS PER WEEK		QUARTER HOURS CREDIT
FIRST QUARTER			CLASS	LAB	
ENG	101	Grammar	3	0	3
BUS	102	Typewriting (elective)	2	3	3
MAT	110	Business Mathematics	5	0	5
BUS	101	Introduction to Business	5	0	5
ECO	102	Economics	3	0	3
			<u>18</u>	<u>3</u>	<u>19</u>
SECOND QUARTER					
ENG	102	Composition	3	0	3
BUS	103	Typewriting (or elective)	2	3	3
		Social Science (elective)	3	0	3
MAT	112	Business Mathematics	5	0	5
BUS	120	Accounting	5	2	6
			<u>18</u>	<u>5</u>	<u>20</u>
THIRD QUARTER					
ENG	103	Report Writing	3	0	3
BUS	104	Typewriting	2	3	3
BUS	112	Filing	3	0	3
BUS	110	Office Machines	2	2	3
BUS	121	Accounting	5	2	6
			<u>15</u>	<u>7</u>	<u>18</u>
FOURTH QUARTER					
ENG	204	Oral Communication	3	0	3
BUS	205	Advanced Typewriting	2	3	3
BUS	211	Office Machines	2	2	3
BUS	232	Sales Development	3	0	3
BUS	212	Machine Transcription (Executive)	1	2	2
		Elective	<u>11</u>	<u>7</u>	<u>14</u>

FIFTH QUARTER

ENG	206	Business Communication	3	0	3
BUS	213 or 214	Office or Secretarial Procedures	3 <i>ml</i>	2	4
BUS	229	Taxes	3	2	4
		Electives	6	0	6
			<u>15</u>	<u>4</u>	<u>17</u>

SIXTH QUARTER

BUS	271	Office Management	3	0	3
BUS	115	Business Law	3	0	3
EDP	104	Data Processing	3	2	4
		Electives	6	0	6
			<u>15</u>	<u>2</u>	<u>16</u>



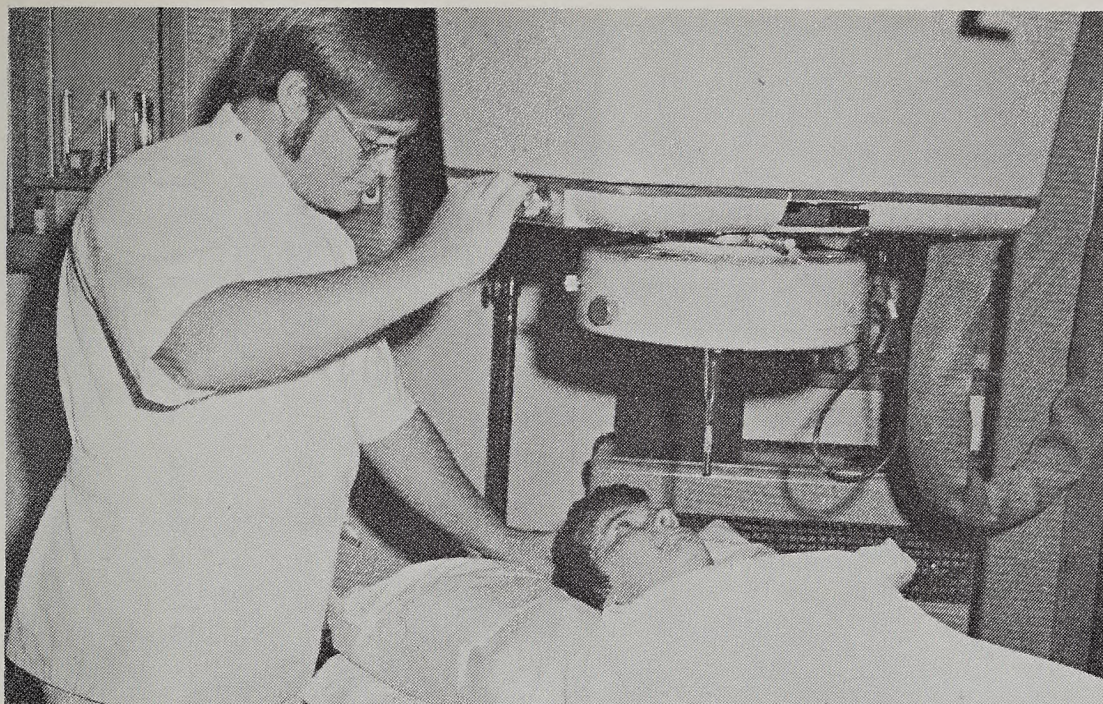
Plastics Technology

Over the last half century, the plastics industry has experienced astonishing growth. Production has increased from 33 pounds in 1929 to 16 billion pounds in 1969, and it is expected to reach 40 billion pounds in 1980. Edgecombe Technical Institute is the first school in North Carolina and in the southeastern United States to provide occupational training in plastics technology. During the next decade, the number of employees required by the plastics industry is expected to double. Graduates of the plastics technology curriculum would be able to find work in one of the many industries which deals with plastics. This program would provide training opportunities for those who desire semi-skilled, skilled, and technical occupations in the field of plastics. This training, followed by employment experience in industry, generally leads to early advancement to supervisory positions.

The plastics technology program is designed to be completed in eight quarters, including two quarters in cooperative training at a plastics related industry.

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			HOURS PER WEEK	QUARTER HOURS
			CLASS	CREDIT
FIRST QUARTER				
PLA	100	Intro. to Plastics Technology	3	4
ENG	101	Grammar	3	3
MAT	101	Technical Math	5	5
CHM	101	Chemistry	3	4
PLA	107	Plastics Materials	2	3
			<u>16</u>	<u>19</u>
SECOND QUARTER				
PHY	101	Physics: Matter, Energy, Motion	3	4
MAT	102	Technical Math	5	5
ENG	102	Composition	3	3
PLA	102	Injection Molding	3	5
			<u>14</u>	<u>17</u>
THIRD QUARTER				
PHY	102	Physics	3	4
ENG	103	Report Writing	3	3
PLA	103	Extrusion & Blow Molding	3	4
PLA	125	Machine Control Systems	3	4
ICS	102	Industrial Safety	3	3
			<u>15</u>	<u>18</u>
FOURTH QUARTER				
EGR	191	Co-operative Training	0	4
FIFTH QUARTER				
ENG	204	Oral Communication	3	3
MEC	235	Hydraulics and Pneumatics	3	4
DAT	111	Blueprint Reading: Mechanical	0	1
MEC	101	Machine Processes	0	2
PLA	110	Processing of Plastics	3	4
			<u>9</u>	<u>14</u>
SIXTH QUARTER				
DFT	101	Technical Drafting	0	2
PLA	215	Plastics Products and Mold Design	3	5
		Social Science Elective	3	3
		Technical Electives	5	6
			<u>11</u>	<u>16</u>
SEVENTH QUARTER				
PLA	106	Materials Compounding	2	3
MEC	217	Engr. Materials and Processes (Testing)	3	4
		Social Science Elective	3	3
		Technical Electives	5	6
			<u>13</u>	<u>16</u>
EIGHTH QUARTER				
EGR	192	Co-operative Training	0	4



Radiologic Technology

The radiologic technologist works as an assistant to a radiologist and physician in three main areas: diagnostic, therapeutic, and nuclear medicine. In diagnostic radiography, the radiologist takes x-rays of sick or injured persons. Therapeutic radiography involves the treatment of diseased areas, using x-rays or other forms of radiation. Nuclear medicine uses radioisotopes to treat disease.

Students desiring to enter the radiologic technology curriculum take the School and College Ability Test and Otis Test or a comparable test as specified by the Student Personnel Director. Minimum scores are required. Employment opportunities exist in the hospitals, medical centers, clinics, government agencies, and some large industries. Advancement opportunities in supervisory positions exist for technologists who demonstrate skill, ability, and willingness to accept responsibility.

The curriculum provides both classroom theory and practical application in the laboratory. On-the-job hospital based laboratory training is provided to give the student a broad application of his laboratory experience.

* Radiologic Technology is approved by the American Medical Association.

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

COURSE TITLE			HOURS PER WEEK		TOTAL CREDIT HOURS
FIRST QUARTER			CLASS	LAB	
ENG	101	Composition	3	0	3
MAT	105	Radiologic Mathematics	3	0	3
BIO	107	Anatomy & Physiology	4	2	5
RAD	101	Radiologic Technology I	4	3	5
RDT	111	Clinical Education	0	16	5
			14	21	21

SECOND QUARTER

ENG 102	Composition	3	0	3
BIO 108	Anatomy & Physiology II	4	2	5
PHY 007	Physics	3	2	4
RDT 102	Radiologic Technology II	4	3	5
RDT 112	Clinical Education	<u>0</u>	<u>16</u>	<u>5</u>
		14	23	22

THIRD QUARTER

ENG 103	Composition	3	0	3
RDT 103	Radiologic Technology III	4	3	5
RDT 113	Clinical Education	0	16	5
Elective		3	0	3
Elective		<u>3</u>	<u>0</u>	<u>3</u>
		13	19	19

FOURTH QUARTER

RDT 114	Clinical Education	2	38	14
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FIFTH QUARTER

ENG 204	Oral Communication	3	0	3
RDT 201	Surface Anatomy	2	0	2
RDT 204	Radiologic Technology IV	4	3	5
RDT 215	Clinical Education	<u>0</u>	<u>24</u>	<u>8</u>
		9	27	18

SIXTH QUARTER

BIO 208	Introduction to Disease	3	0	3
PHY 201	Introduction to Psychology I	3	0	3
RDT 205	Radiologic Technology V	4	3	5
RDT 216	Clinical Education	<u>0</u>	<u>24</u>	<u>8</u>
		10	27	19

SEVENTH QUARTER

SOC 201	Introduction to Sociology	3	0	3
BUS 233	Personnel Management	3	0	3
RDT 206	Radiologic Technology VI	4	0	4
RDT 217	Clinical Education	<u>0</u>	<u>24</u>	<u>8</u>
		10	24	18

EIGHTH QUARTER

RDT 218	Clinical Education	2	38	14
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TOTAL QUARTER HOURS CREDIT 145



Law Enforcement

The nature and scope of the law enforcement officer has changed drastically in recent years. The law enforcement officer not only makes arrests today, but does criminal investigation, works with juveniles, and becomes actively involved in community affairs. He works with people more than at any time in the past. Therefore he must have an increased knowledge of psychology, sociology, politics, and planning and administration.

Opportunities exist at the local, state, and national level in such areas as law officer, detective, juvenile officer, highway patrolman, or federal investigator.

The law enforcement curriculum offers both academic classroom work and practical laboratory work. All aspects of law enforcement are introduced in order to give the student a general knowledge of the work done by any agency. Electives allow the student to specialize in an area in which he has a particular interest. The demand for more and better law enforcement has made increased educational preparation an essential qualification for a person seeking employment in this area.

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

COURSE TITLE			HOURS PER WEEK		QUARTER HOURS CREDIT
FIRST QUARTER			CLASS	LAB	
ENG 101	Grammar		3	0	3
MAT 115	General Math		3	0	3
PSC 101	Introduction to Law Enforcement		5	0	5
PSY 102	General Psychology		3	0	3
POL 102	Government — National		3	0	3
			<u>17</u>	<u>0</u>	<u>17</u>
SECOND QUARTER					
ENG 102	Composition		3	0	3
POL 103	Government — Local and State		3	0	3
PSC 110	Criminology		3	0	3
PSY 103	Adolescent Psychology		3	0	3
	Elective		3	0	3
PSC 115	Criminal Law I		3	0	3
			<u>18</u>	<u>0</u>	<u>18</u>
THIRD QUARTER					
PSC 116	Criminal Law II		3	0	3
CHM 101	Chemistry		4	2	5
PSC 111	Juvenile Delinquency		3	0	3
PSC 102	Introduction to Corrections		3	0	3
	English Elective		3	0	3
			<u>16</u>	<u>2</u>	<u>17</u>
FOURTH QUARTER					
PSC 220	Law Enforcement Administration		3	0	3
PSC 210	Criminal Investigation		5	0	5
PSC 203	Forensic Science		2	2	3
	Elective		3	0	3
	Elective		3	0	3
			<u>16</u>	<u>2</u>	<u>17</u>
FIFTH QUARTER					
SOC 201	Sociology		3	0	3
PSC 225	Legal Court and Procedure		3	0	3
PSC 205	Criminal Evidence and Procedure		5	0	5
	Elective		3	0	3
	Elective		3	0	3
			<u>17</u>	<u>0</u>	<u>17</u>
SIXTH QUARTER					
PSC 211	Introduction to Criminalistics		4	3	5
PSC 214	Civil Law		3	0	3
PSC 201	Traffic Planning & Accident Investigation		3	0	3
	Elective		3	0	3
	Elective		3	0	3
			<u>16</u>	<u>3</u>	<u>17</u>

TECHNICAL COURSE DESCRIPTIONS

The courses listed below constitute the content of the Technical Program. Freshman-level courses are numbered 100 through 199 and sophomore courses from 200 through 299. Courses should be pursued in normal sequence with prerequisite courses taken as indicated.

One quarter hour of credit is earned for a class meeting one hour each week for the duration of the quarter with the exception of regular laboratories and "manipulative laboratories." "Manipulative laboratory" involves development of skills and job proficiency. Credit of one quarter hour is given for each three of these laboratory hours: one quarter hour is given for each two regular laboratory hours.

Business

BUS 101 Introduction to Business

A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management. Prerequisite: None.

BUS 102 Typewriting

Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. Prerequisite: None.

BUS 103 Typewriting

Emphasis on the development of speed and accuracy with further techniques in tabulation, manuscript, correspondence, and business forms. Prerequisite: BUS 102 or the equivalent. Speed requirement, 30 words per minute for five minutes.

BUS 104 Typewriting

Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. Production units in tabulation, manuscript, correspondence, and business forms. Prerequisite: BUS 103 or the equivalent. Speed requirement, 40 words per minute for five minutes.

BUS 106 Shorthand

A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases. Prerequisite: None.

BUS 107 Shorthand

Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisite: BUS 106 or the equivalent.

BUS 108 Shorthand

Theory and speed building, Introduction of office style dictation. Emphasis on development of speed in dictation and accuracy in transcription. Prerequisite: BUS 107.

BUS 110 Office Machines

A general survey of the business and office machines. Students will receive training in techniques, processes, operation, and application of the ten-key adding machine, printing calculator, electronic calculator and the mimeograph duplicating machine.

BUS 112 Filing

Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic, Triple Check, Automatic, Geographic, Subject, Soundex, and Dewey Decimal filing. Prerequisite: None.

BUS 115 Business Law

A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. Prerequisite: None.

BUS 116 Business Law

Includes the study of laws pertaining to bailments, sales, risk partnership-corporation, mortgages, and property rights. Prerequisite: BUS 115.

BUS 120 Accounting

Principles, techniques, and tools of accounting for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises. To include practical application of the principles learned. Prerequisite: MAT 110.

BUS 121 Accounting

Partnership and corporation accounting including a study of payrolls, federal, and state taxes. Emphasis on recording, summarizing, and interpreting data for management control rather than on bookkeeping skills. A showing of accounting services as they contribute to the recognition and solution of management problems. Prerequisite: BUS 120.

BUS 122 Accounting

An advanced course in accounting taught as an elective. The course stresses intermediate accounting skills and techniques with the emphasis on implementation of mechanics. In addition accounting theory is emphasized in problem situation. Prerequisite: BUS 121.

BUS 123 Business Finance

An advanced course designed to give the student practical knowledge of the different kinds of stocks and bonds, mortgages, working capital, sinking funds, capitalization, sales of securities, surplus and dividends. Prerequisite: BUS 110.

BUS 124 Business Finance

Financing, federal, state, and local government and the ensuing effects upon the economy. Factors affecting supply of funds, monetary, and credit policies. Prerequisite: BUS 123.

BUS 183M Terminology and Vocabulary (Medical)

To develop an understanding of the terminology and vocabulary appropriate to the course of study as they are used in business, technical, and professional offices. Prerequisites: None.

BUS 205 Advanced Typewriting

Emphasis on the development of individual production rates. Learning the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. Review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts and legal documents. Prerequisite: BUS 104. Speed requirement, 50 words per minute for five minutes.

BUS 206E Dictation and Transcription

Development of the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 80 words per minute for three minutes on new material. Prerequisite: BUS 108.

BUS 207E Dictation and Transcription

Development of accuracy, speed, and vocabulary necessary to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 90 words per minute for three minutes on new materials. Prerequisite: BUS 206.

BUS 208E Dictation and Transcription

Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 100 words per minute required for three minutes on new material. Prerequisite: BUS 207.

BUS 211 Office Machines

Laboratory work involving the operation and development of skill in the use of reproduction equipment and other office machines.

BUS 207E Dictation and Transcription

Development of accuracy, speed, and vocabulary necessary to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 90 words per minute for three minutes on new material. Prerequisite: BUS 206.

BUS 208E Dictation and Transcription

Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 100 words per minute required for three minutes on new material. Prerequisite: BUS 207.

BUS 211 Office Machines

Laboratory work involving the operation and development of skill in the use of reproduction equipment and other office machines.

BUS 211E Office Machines

Development of skill in the use and care of the spirit duplicator, the electric mimeograph and the photo-copier machine. Emphasis is placed on preparing reproduction stencils for letters, forms, postal cards, and other type business forms.

BUS 212 Machine Transcription

A course designed to acquaint the office worker with the use of dictating and transcribing equipment. Emphasis is placed on efficiency, accuracy, and speed.

BUS 212M Machine (Medical) Transcription

Same as BUS 212 but vocabulary in medical terminology.

BUS 214 Secretarial Procedures

Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. Procedures included: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and use of transcribing units. Prerequisite: BUS 205

BUS 229 Taxes

A study of income tax laws for the United States and North Carolina and laboratory exercises in the preparation of tax returns for individuals, partnerships, and corporations. Prerequisite: MAT110

BUS 232 Sales Development

A study of retail, wholesale, and specialty selling. Emphasis placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required. Prerequisite: None.

BUS 233 Personnel Management

A study of the major functions of management with emphasis on structuring a department and methods of evaluation of personnel.

BUS 235 Business Management

Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of management in business-qualifications and requirements. Prerequisite: None.

BUS 239 Marketing

A general survey of the field of marketing with a detailed study of the function, policies, and institutions involved in the marketing process. Prerequisite: None.

BUS 243 Advertising

The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals, product and market research, selection of media, and means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media. Prerequisite: None.

BUS 247 Insurance

An introductory course concerned with risk and insurance. This course surveys the different types of risks and how different types of insurance reduces the uncertainties associated with risk. The emphasis is on life, automobile, and home owners risks and insurance. Prerequisite: None.

BUS 248 Insurance

A continuation of BUS 247 in which the student is exposed to a wider variety of risks and insurance. The course includes the study of liability and business activities, operation of the insurance business, and government and insurance. Prerequisite: BUS 247.

BUS 271 Office Management

Presents the fundamental principles of office management. Emphasis on the role of office management including its function, office automation, planning, controlling, organizing and actuating office problems. Prerequisite: planning, controlling, organizing and actuating office problems. Prerequisite: None.

BUS 272 Principles of Supervision

Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Stress on methods of supervision. Prerequisite: None.

Cooperative Education

EGR 191-192 Cooperative Occupational Education

This course sequence consist of a minimum of two quarters of supervised work experience alternating with the educational program on a schedule satisfactory to employers, the institution, and the student. This period of time will enable the student to perform a planned variety of activities required of his specialty. The work periods will be carefully planned and closely supervised by the employer and the institution to provide experience and responsibilities commensurate with the capabilities of the student. An official agreement among the educational institution, the student, and the employer will identify the sequence of activities to be performed by the student and define the supervisory responsibilities for the educational element of the work. Prerequisites: Student registered in a technical program in the institution.

Data Processing

EDP 104 Introduction to Date Processing Systems

Fundamental concepts and operational principles of date processing systems, as an aid in developing a basic knowledge of computers, prerequisite for all programming courses. Prerequisite: None.

EDP 105 Keypunch

Designed to acquaint the student with the various processes of punching cards in typical office functions that involve key punching on the 029 and 129. Stress is placed on the following: to operate and care for the machine properly; to prepare program cards for placing the machine under programmed control; to care for the machine during and after a malfunction; to present those terms most commonly used with the key-punch machine as it relates to automated data processing in the business world; to train the operator in the fundamentals of business transactions and in the "why" of the situation; and to prepare the operator to obtain a position in the business world by properly training him to possess the degree of punching skill and speed necessary for employment. Prerequisite: None.

Drafting

DFT 111 Blueprint Reading and Sketching

Reading and interpretation of blueprints, drawings, charts, diagrams, service manuals and associated information. Practice in freehand sketching of diagrams and parts using basic principles of lines, views, and dimensions. Prerequisites: None.

DFT 101 Technical Drafting

The field of drafting is introduced as the student begins study of drawing principles and practices for print reading and describing objects in the graphic equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principal views, and standards and practices of dimensioning. The principles of isometric, oblique, and perspective are introduced. Prerequisites: None.

DFT 102 Technical Drafting

The application of orthographic projection principles to the more complex drafting problems, primary and secondary auxiliary views, simple and successive revolutions, and sections and conventions will be studied. Most important is the introduction of the graphical analysis of space problems. Problems of practical design elements involving points, lines, planes, and a combination of these elements shall be studied. Dimensioning practices for "details" and "working drawings," approved by the American Standard Association will also be included. Introduction is given to intersections and developments of various types of geometrical objects. Prerequisites: DFT 101

Economics

ECO 102 Economics

The fundamental principles of economics including the institutions and practices by which people gain a livelihood and a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution and consumption both in relation to the individual enterprise and to society at large. Prerequisite: None.

ECO 104 Economics

Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems. Prerequisite: ECO 102.

ECO 108 Consumer Economics

Designed to help the student use his resources of time, energy, and money to get the most out of life. Provides the student an opportunity to build useful skills in buying, managing his finances, increasing his resources, and better understanding the economy in which he lives. Prerequisite: None.

English

ENG 101 Grammar

Designed to aid the student in the improvement of self-expression in grammar. Functional approach with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life. Prerequisite: None.

ENG 102 Composition

Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis on the sentence, the paragraph, and the whole composition. Prerequisite: ENG 101

ENG 103 Report Writing

Utilization of the fundamentals of English as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using appropriate writing techniques and graphic devices. Practical application in the preparation of a full-length report which relates to his chosen curriculum. Prerequisite: ENG 102.

ENG 204 Oral Communication

A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis on the speaker's attitude and the improvement of diction and voice. Practice in the application of particular techniques of theory to correct speaking habits. Particular attention given to conducting meeting, conferences, and interviews. Prerequisite: ENG 101.

ENG 206 Business Communication

Develops skills in techniques in writing business communications. Emphasis on writing action-getting sales letters and prospectuses. Business reports, summaries of business conferences, letter involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiry. Prerequisite: ENG 102.

Industrial

ISC 102 Industrial Safety

Problems of accidents and fire in industry. Management and supervisory responsibility for fire and accident prevention. Additional topics cover accident reports and the supervisor; good housekeeping and fire prevention; machine guarding and personnel protective equipment; state industrial accident code and fire regulations; the first aid department and the line of supervisory responsibility job instruction and safety instruction; company rules and enforcement; use of safety committees; insurance carrier and the Insurance Rating Bureau; and advertising and promoting a good safety and fire prevention program. Prerequisite: None.

ISC 201 Industrial Organization and Management

Organizational structure for industrial management; operational and financial activities including accounting, budgeting, banking, credit and industrial risk, forecasting of markets, selection and layouts of physical facilities, selection, training, and supervision of personnel as found in typical industrial organizations. Prerequisite: None.

ISC 202 Quality Control

Principles and techniques of quality control and cost saving. Organization and procedure for efficient quality control. Functions, responsibilities, structure, costs, reports, records, personnel and vendor-customer relationships in quality control. Sampling inspections, process control and tests for significance. Prerequisite: None.

Law Enforcement

PSC 101 Introduction to Law Enforcement

A general course designed to familiarize the student with a philosophy and history of law enforcement, including its legal limitations in a democratic republic, a survey of the primary duties and responsibilities of the various law enforcement agencies, a delineation of the basic processes of justice, and evaluation of law enforcement's current position, and an orientation relative to law enforcement as a vocation. Prerequisite: None.

PSC 102 Introduction to Corrections

Examination of the total correctional process from law enforcement through the administration of justice, probation, prisons, and correctional institutions, and parole. Prerequisite: None.

PSC 110 Criminology

The study primarily concerned with scientific efforts to understand crime and to understand man in relation to crime phenomena. It deals with those definitions and formulations of crime and criminals upon which an adaption system of criminology must be based. It examines the law as the basic framework within which social deviations of a peculiar character assume their functions as criminal acts and those broad principles upon which a science of criminology must rest. Prerequisite: None.

PSC 111 Juvenile Delinquency

An analysis of juvenile delinquency as it relates to the family, school, church, police and peer group. Etiological factors of delinquency and rehabilitation methods are discussed. Prerequisite: PSC 110 Criminology or Instructor's Permission.

PSC 115 Criminal Law

Designed to present a basic concept of criminal law and create an appreciation of the rules under which one lives in our system of government. Prerequisite: None.

PSC 116 Criminal Law II

A continuation of PSC 115 Criminal Law I, Prerequisite: PSC 115 Criminal Law I or Instructor's Permission.

PSC 140 Fingerprinting I

A survey of the use of fingerprinting as a law enforcement technique. Emphasis is placed on collection, filing system, sources and interpretation as evidence. Prerequisite: None.

PSC 141 Fingerprinting II

A continuation of Fingerprinting I. Prerequisite: PSC 104 Fingerprinting I

PSC 150 Seminar-Practicum Law Enforcement

Experience in a variety of law enforcement agencies to develop broader concepts concerning law enforcement as an occupation and to increase the background of the student for the second year's work. (Arranged by special permission after completion of three quarters.)

PSC 201 Traffic Planning & Accident Investigation

A study which covers the history of the traffic enforcement problem and gives an overview of the problem as it exists today. Attention will be given to the 3 E's and legislation, the organization of the traffic unit, the responsibilities to the traffic function of the various units within the law enforcement agency, enforcement tactics, evaluation of the traffic program effectiveness and the allocation of men and materials.

PSC 203 Forensic Science

An introduction to crime lab technique which stresses the examination of question documents, comparative micrography, polygraph examinations, firearms identification, pathology, toxicology, and fingerprint techniques. Prerequisite: CHM 101 or Instructor's Permission.

PSC 205 Criminal Evidence and Procedure

Instruction covers the kinds and degrees of evidence and the rules governing the admissibility of evidence in court. Prerequisite: PSC 210 or Instructor's Permission.

PSC 210 Criminal Investigation

This course introduces the student to fundamentals of investigation; crime scene search; recording, collection and preservation of evidence; sources of information; interview and interrogation; case preparation and court presentation; and the investigation of specific offenses such as arson, narcotics, sex, larceny, burglary, robbery and homicide. Prerequisite: None.

PSC 211 Introduction to Criminalistics

Continuation of the study of criminal investigation including a general study of the methods and techniques used in modern scientific investigation of crime, with emphasis upon the practical use of these methods by the students. Laboratory techniques will be demonstrated and the student will participate in actual use of the scientific equipment. Prerequisite: None.

PSC 215 Civil Law

Deals with the characteristic features of the civil law of today in modified form, as well as a rule of civil conduct, prescribed by the supreme power of the state commanding what is right and prohibiting what is wrong. This course is devoted to the principle of laws which are applied to the most common civil transactions. Prerequisite: None.

PSC 220 Law Enforcement Administration

Introduction to principles of organization and administration, discussion of the service functions: e.g., personnel management, police management, training, communications, records, property maintenance and miscellaneous services. Prerequisite: None.

PSC 225 Legal Court and Procedure

This course is designed to provide the student with a review of court systems; procedures from incident to final disposition; principles of constitutional, federal, state and civil laws as they apply to and affect law enforcement. Prerequisite: None.

PSC 230 Current Problems in Law Enforcement

A discussion of contemporary law enforcement problems including drugs, racial problems, and riot control. Special research projects may be assigned. (Open to fifth or sixth quarter students only.)

PSC 231 Law Enforcement Patrol Functions

Duties and responsibilities of law enforcement officers while on patrol. Distribution of forces, communications, safety, emergencies and traffic enforcement are observed in an assigned series of actual patrols. (Open to second year students only.)

PSC 232 Firearms

An introduction to weapons, types and classification, and their safe use in law enforcement. Particular emphasis is placed on when to use weapons, their transportation and storage.

PSC 233 Defensive Tactics

An introduction to the art of self-defense as applicable to the personal protection of the law enforcement officer.

Mechanics

MEC 101 Machine Processes

An introductory course designed to acquaint the student with basic hand tools, safety procedures and machine processes of our modern industry. It will include a study of measuring instruments, characteristics of metals and cutting tools. The student will become familiar with the lathe family of machine tools by performing selected operations such as turning, facing, threading, drilling, boring, and reaming. Prerequisite: None.

MEC 105 Statics

A study of systems of forces acting on bodies, machines, and structures at rest and the effects of forces on objects. Topics covered include analysis of force systems; equilibrium; analysis of structure, frames, and machines; distributed forces, friction; and moment of inertia. Prerequisites: MAT 102, PHY 102.

MEC 111 Manufacturing Processes

A survey of manufacturing processes, machines, tools, and devices with regard to their capabilities, tolerances, finishes, etc. Product design, materials utilized, engineering nomenclature, and common terminology will be discussed. Prerequisites: None.

MEC 112 Manufacturing Processes

Process planning of operation sequences for efficient production, tool planning, and estimating. An introduction to metallurgy as well as characteristics of non-metallic materials. Prerequisites: MEC III.

MEC 205 Strength of Materials

Study of principles and analysis of stresses which occur within machine and structure elements subjected to various types of loads such as static, impact, varying and dynamic. Analysis of these stresses are made as applied to thin-walled cylinders and spheres, riveted and welded joints, beams, columns and machine components. Prerequisites: None.

MEC 210 Physical Metallurgy

Introductory course in metallurgy. Analysis of the structure of metals and alloys, atomic structure, nuclear structure, and nuclear reactions. Solid (crystalline) structures, methods of designating crystal planes; liquid and vapor phases; phase diagrams; and alloy systems. Prerequisites: PHY 101.

MEC 213 Production Planning

Day-to-day plant direction; forecasting, product planning and control, scheduling, dispatching, routing, and inventory control. Case histories are discussed in the classroom, and courses of corrective action are developed. Drafting room layout for planning and control. Prerequisites: None.

MEC 217 Engineering Materials and Processes

An introductory study of the common materials used in engineering, such as woods, metals, concrete, plastics, etc., and the related physical testing to determine their properties and strengths. Emphasis is placed upon problem-solving and engineering application. Prerequisites: MAT 102.

MEC 235 Hydraulics and Pneumatics

The basic theories of hydraulic and pneumatic systems. Combinations of systems in various circuits. Basic designs and functions of circuits and motors, controls, electrohydraulic servomechanisms, plumbing, filtration, accumulators, and reservoirs. Prerequisites: PLA 102, PHY 102, or Instructor's Permission.

MEC 237 Control Systems

Process planning of operation sequences for efficient production, tool planning, and estimating. An introduction to metallurgy as well as characteristics of non-metallic materials. Prerequisites: MEC III

Physics

PHY 101 Physics: Matter, Motion, and Energy

A foundation course in general physics which treats the atomic theory of matter, properties of solids, liquids and gases, motion, force, work, energy, power, momentum and circular motion. Units of measurement are emphasized throughout. Relevant laboratory experiments are included. Requisite mathematics introduced as needed. Prerequisite or Corequisite: MAT 101

PHY 102 Physics: Electricity, Magnetism, and Thermometry

A fundamental course covering the basic principles of electricity, magnetism, and thermometry. Electron theory, production of electricity, voltage, amperage, resistance, wattage, induction, heat, and temperature, specific heat, and thermal expansion are discussed. Laboratory included. Prerequisite: MAT 101, PHY 101

PHY 107 Physics

This course is designed to take the student from basic fundamentals through advanced physics covering such areas as: Structure of matter; electric current; electrostatics, units of measurement; electro dynamics; magnetism and electromagnetism, electric generators and motors; production and control of high voltage and rectification; X-ray circuits; X-Ray tubes and rectifiers and an introduction to therapy and nuclear medicine.

PHY 108 Physics

Continuing emphasis is placed on the fundamentals of electrical and radiation physics and basic principles underlying the operation of x-ray equipment and auxiliary devices. Prerequisite: PHY 107

Plastics

PLA 100 Introduction to Plastic Technology

Study of plastics as a class of material: fundamental relationships between properties and end use of plastic materials and as they relate to the environment. Study of the plastics industry and plastic products. Prerequisites: None

PLA 102 Injection Molding

Machines, molds, cycles, and safety in injection molding with special emphasis on the relationship between the material, molding conditions and product quality. Prerequisites: None.

PLA 103 Extrusion and Blow Molding

A study of the "why" and "how" of extrusion and Blow Molding, machines, molds, cycles, safety, costs and product quality will be emphasized. Prerequisite: None

PLA 106 Materials Compounding

Compounding of raw materials to produce plastics; additives, fillers, mixing, and blending methods. Prerequisite: PLA 100 or advisor's permission.

PLA 110 Processing of Plastics

Advantages and Techniques of selected processes includes: Thermoforming, reinforced plastics, compression, transfer. Prerequisite: None.

PLA 107 Plastics Materials

Study of plastics materials and their properties: physical, electrical, chemical and identification. Prerequisite: None.

PLA 125 Machine Control Systems

Operation and maintenance of various control systems in Plastics processing. Hydraulic and electrical circuit technology of plastics processing equipment. Prerequisite: None

PLA 215 Plastic Product and Mold Design

Selection of materials as governed by production requirements and parts performance. Mold design considerations are considered in terms of molding requirements and materials used. Prerequisites: PLA 100, MEC 101, DFT 111

Mathematics

MAT 101 Technical Mathematics

The real number system is developed as an extension of natural numbers. Number systems of various bases are introduced. Fundamental algebraic operations, the rectangular coordinate system, as well as fundamental trigonometric concepts and operations are introduced. The application of these principles to practical problems is stressed. Prerequisites: Satisfactory evidence that admission requirements have been met.

MAT 102 Technical Mathematics

A continuation of MAT 101. Advanced algebraic and trigonometric topics including quadratics, logarithms, determinants, progressions, the binomial expansion, complex numbers, solution of oblique triangles and graphs of the trigonometric functions are studied in depth. Prerequisites: MAT 101

MAT 103 Technical Mathematics

The fundamental concepts of analytical geometry, differential and integral calculus are introduced. Topics included are graphing techniques, geometric and algebraic interpretation of the derivative, differentials, rate of change, the integral and basic integration techniques. Applications of these concepts to practical situations are stressed. Prerequisite: MAT 102.

MAT 105 Radiologic Mathematics

This course includes the basic operations of addition, subtraction, multiplication and division; the basic concepts of algebra; graphical representation; logarithmic geometry and trigonometry. The student will learn how to use prepared calculators (for x-ray machine settings) and he will be introduced to the use of a slide rule.

MAT 110 Business Math

This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount commission, taxes and pertinent uses of mathematics in the field of business. Prerequisite: None.

MAT 112 Business Math

This is a continuation of MAT 110. Additional depth and practice provides the student with the strong mathematical background necessary to the business profession. Prerequisite: MAT 110.

T-MAT 115 General Math

A general review of fundamental mathematics with special emphasis on applications peculiar to the field of law enforcement. Prerequisite: None.

Social Science

POL 102 Government – National

English and colonial background, the articles of confederation and the framing of the federal constitution. The nature of the federal union; state rights, federal powers, political parties. The general organization and functioning of the national government. Prerequisites: None.

POL 103 Government – Local and State

A study of state and local government, state-federal interrelationships, the functions and prerogatives of the branches. Problems of administration, legal procedures, law enforcement, police power, taxation, revenues and appropriations. Special attention will be given to North Carolina. Prerequisite: POL 102 or Instructor's Permission.

POL 201 United States Government

A study of government with emphasis on basic concepts, structure, powers, procedures, and problems. Prerequisite: None.

PSY 102 General Psychology

A study of the various fields of psychology; the developmental process; motivation; emotion; frustration and adjustment; mental health; attention and perception; problems of group living. Attention is given to applications of these topics to problems of study, self-understanding and adjustment to the demands of society. Prerequisite: None.

PSY 103 Adolescent Psychology

A study of the nature and source of the problems of adolescents in western culture; physical, emotional, social, intellectual and personality development of adolescents. Prerequisite: PSY 102 or Instructor's Permission.

PSY 112 Personality Development

Designed to help the student recognize the importance of physical, intellectual, social, and emotional dimensions of personality improvement. Prerequisite: None.

PSY 201 Psychology

The introductory study of psychology. The course includes the study of principles of behavior in the area of motivation, perception, learning, intelligence, and the organization of personality. Prerequisite: None.

PSY 206 Applied Psychology

A study of the principles of psychology that will be of assistance, in the understanding of inter-personal relations on the job. Motivation, feelings and emotions are considered with particular reference to on-the-job problem. Other topics investigated: employee selection, supervision, job satisfaction, and industrial conflicts. Attention given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community. Prerequisite: None.

SOC 104 The Family; A Cross-Cultural Survey

Study of the family as a social unit. Historical patterns and the evolution of family roles in various types of culture provide opportunities to analyze and interpret and influence of the culture and the family in relation to the larger society. Prerequisite: None.

SOC 201 Sociology

An introductory course in the principles of sociology. An attempt to provide an understanding of culture, collective behavior, community life, social institutions and social change. Presents the scientific study of man's behavior in relation to other men, the general laws affecting the organization of such relationships and the effects of social life on human personality and behavior. Prerequisite: None.

SOC 204 Police - Community Relations

The individual and group role of the law enforcement officer as an effective member of the community. Emphasis is on the public relations aspect of law enforcement. Special research projects may be assigned.

Radiology

BIO 107 Anatomy & Physiology I

A study of the structure and normal function of the human body with man identified as a living organism composed of living cells, tissues, organs, and systems. Included are the basic physiologic aspects of skin; the skeletal, articular, muscular, and nervous system; and the special senses. A laboratory portion should include relevant experiments to augment the student's learning of body structure and functions.

BIO 108 Anatomy & Physiology II

A continuation of the study of the structure and normal function of man as a living organism. Special emphasis is on the circulatory, lymphatic, respiratory, digestive, urinary, endocrine, and reproductive systems and fluid and electrolyte balance. Laboratory experiences include study of models and small animal dissection for insight into comparative structure and function of man.

RDT 101 Radiologic Technology I

The student is given an orientation to the field of Radiologic Technology. He is taught darkroom chemistry and film processing, the basic principles of radiographic exposure, elementary patient care procedures, and he is introduced to radiographic positioning as applied to the appendicular skeleton.

RDT 102 Radiologic Technology II

The student is taught the radiographic principles and basic radiographic positioning necessary to perform diagnostic studies of the axial skeleton. Further patient care procedures and medical terminology are included.

RDT 111 Clinical Education

Practical experience in a clinical setting including processing of radiographs, practice in ethical and attitudinal situations during patient contact, patient care and basic positioning for studies of upper and lower limbs, shoulder and pelvic girdles. The student will also apply some of the simpler principles of radiographic exposure. There will be regular sessions of film critique.

RDT 112 Clinical Education

Practical experience in clinical setting. The student will continue to improve his basic skills in darkroom technique and patient positioning for routine studies of upper and lower limbs and the shoulder and pelvic girdles. He will practice the techniques for roentgenographic studies of the skull and spine. There will be regular sessions of film critiques.

RDT 113 Clinical Education

Practical experience in a clinical setting with emphasis on the preparation and use of contrast media, preparation of the patient for such studies and the performance of examination of the digestive tract, biliary tract, and urinary tract using contrast media. The student will be working in fluoroscopy and will also make radio graphs of the abdominal and thoracic viscera without the use of contrast media. Soft tissue radiography (excluding of mammography) and location of foreign bodies will be touched upon.

RDT 114 Clinical Education

The student will spend the entire quarter gaining clinical experience and developing skill in the techniques of special procedures. This training will be conducted at U.N.C. Memorial Hospital in Chapel Hill, N.C.

RDT 201 Surface Anatomy

This course will cover the use of external "landmarks" in locating internal structures and organs. Emphasis will be placed on the students ability to quickly locate structures he cannot see. This relationship to radio graphic positioning will be stressed.

RDT 204 Radiologic Technology IV

This course is a continuation of the Radiologic Technology series. The content covered in this Quarter concerns radiation protection; equipment maintenance, more advanced work in the radiography of the skeleton and the art of pediatric radiology. Special views and techniques for diagnostic radiology of the skeleton will be emphasized.

RDT 205 Radiologic Technology V

The study this quarter is confined to special radiographic procedures not covered during the time spent at Memorial Hospital in Chapel Hill. Areas to be covered are Photo fluoragraphy; bronchography; mammography; sialography; pelvimetry; bed side radiography and operating room procedures.

RDT 206 Radiologic Technology VI

During this quarter the basics of Radiation Therapy and Nuclear medicine will be covered.

BIO 208 Introduction to Disease

A detailed study of the various disease with emphasis on the ones most commonly seem the Radiology Department. Radiographic appearance of the disease and the effect on radiographic exposure will be delt with in depth.

RDT 215 Clinical Education

Practice will cover radiography of the skeleton, the thoracic and abdominal viscera, and examination of the abdominal viscera using contrast media and fluoroscopy. Emphasis will be placed on the students ability to do pediatric radiography.

RDT 216 Clinical Education

Emphasis this quarter will be placed on the student's ability to assist and perform procedures studied in RDT 205. The student will be required to show proficiency in all of these areas.

RDT 217 Clinical Education

Some emphasis will be placed on the student getting experience in therapy and Nuclear Medicine procedures but the prime emphasis will be on the students ability to perform all the procedures learned at this point in his education.

RDT 218 Clinical Education

Two hours per week will be devoted to a complete review of all subject areas covered during the course. The lab portion will allow the student to perform and become more proficient in the radiographic procedures learned during the entire course.



Vocational Division

VOCATIONAL DIVISION

In North Carolina as well as throughout the nation, skilled tradesmen are in great demand. People trained to operate, repair, or maintain equipment are constantly being sought by shops or industries. Most students have more than one offer of employment upon graduation.

Vocational programs offer emphasis on manipulative and mental skills applicable to the course of study in which the student is enrolled. Students spend from twenty-five to thirty hours per week in school. This time is divided between classroom studies and shop-practice. The shops at Edgecombe Tech are designed to be similar to those in which the student will work when he goes on the job.

The student who successfully completes the vocational program is awarded a diploma.

Programs of Study:

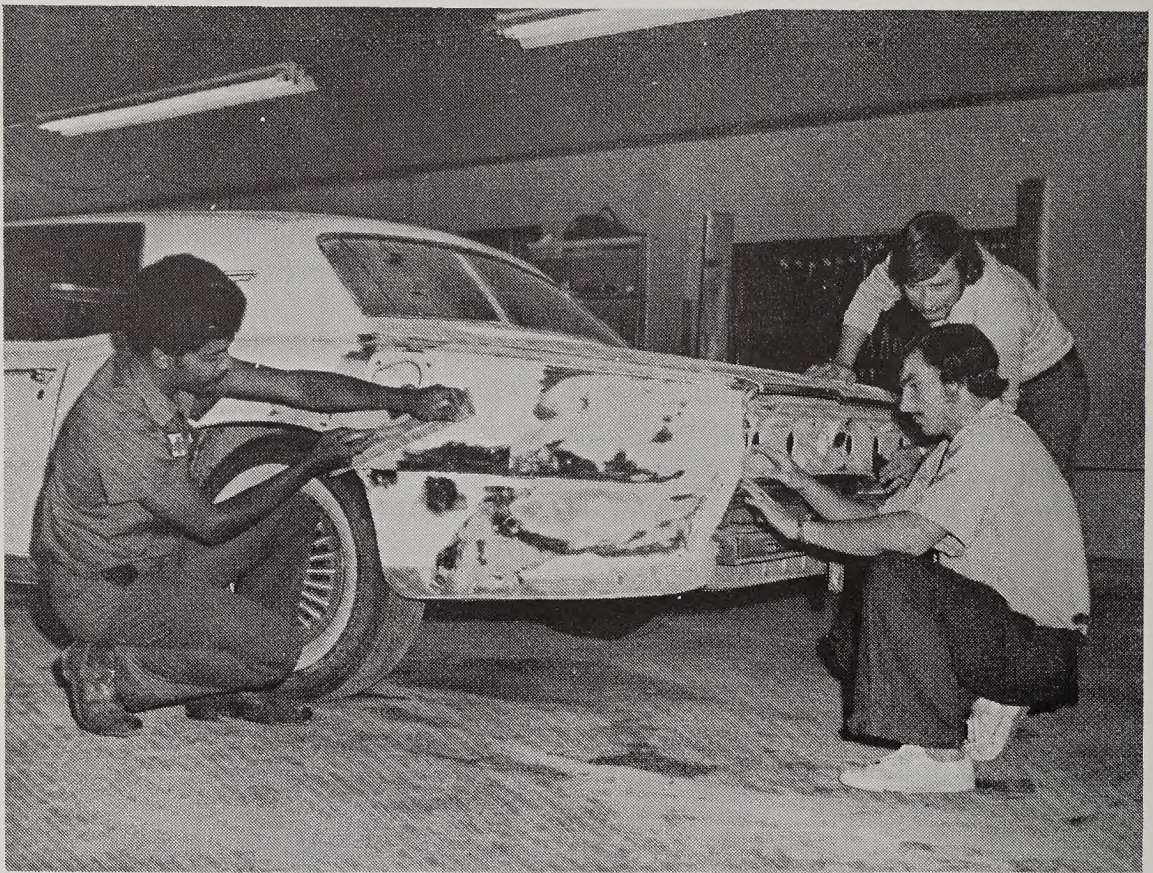
Automotive Body Repair
Automotive Mechanics
Cosmetology
Child Care Worker
Electrical Installation
and Maintenance
Industrial Mechanic

Knitting Mechanic
Machinist
Nurses' Assistant
Operating Room Technician
Practical Nursing
Electronics Servicing
Welding

Diploma Program Admission Requirements

Prospective students for diploma programs should meet the following requirements.

1. A high school diploma or equivalency diploma is preferred although not required. Practical Nurse applicants are an exception, however, and must have a high school diploma or GED Equivalency.
2. Applicant must be (18) eighteen years old or older or his high school class must have graduated.
3. Complete placement tests when requested.
4. Applicant should submit medical form supplied by the Institute.
5. A transcript of high school and/or post high school education should be provided. The institute will request the transcript directly from the school last attended by the applicant.
6. Applicant should have a personal interview with Counselor. Also, Practical Nurse applicants and ORT applicants must attend an Admission Committee interview.



Auto Body Repair

The field of automotive body repair and painting needs many more well trained people to meet the growing demand for the many special skills in this area of employment. In this program, much of the students' time in the shop is devoted to learning skills and practicing these skills on car bodies and their component parts. Every attempt is made to make these practical experiences as close as possible to actual on the job situations. The practical experience and related training provide an ideal way to prepare the students for entry into an occupation that offers many job opportunities.

Graduates of the Auto Body Repair program are qualified for jobs in which they remove dents in automobile bodies and fenders; take off fenders and replace them with new ones; straighten frames, doors, hoods, and deck lids; and align wheels. In their work these craftsmen operate welding equipment. They also make tests on and repair engine cooling systems. Auto body repairmen shrink stretched metal and prepare it for painting. They are called on to paint fenders and/or panels as well as to paint a complete vehicle. In addition to these duties, auto body repairmen remove, cut, fit and install glass. This type of employment includes reading and interpreting blueprints, charts instruction and service manuals, and wiring diagrams. These repairmen also prepare orders for repairs and parts as well as estimates and statements for adjusters.

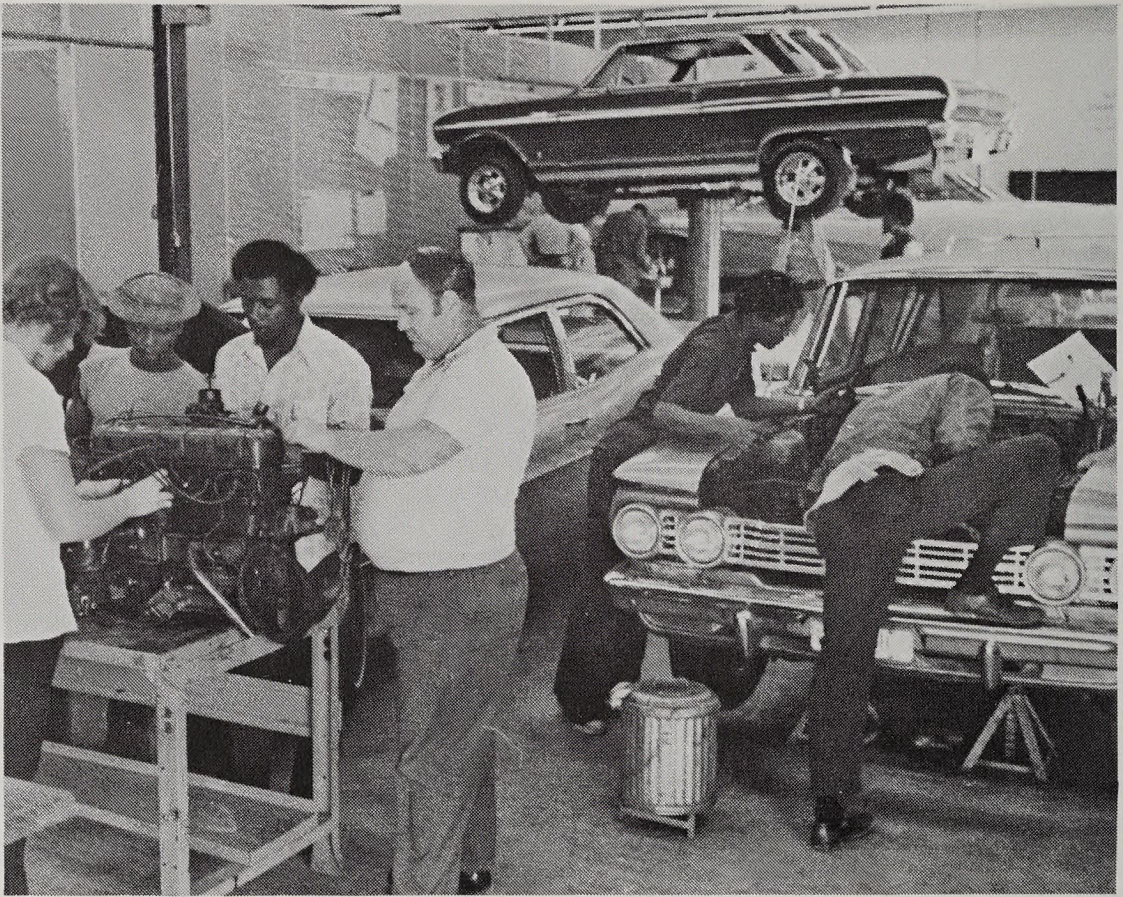
SUGGESTED SEQUENCE OF COURSES BY QUARTERS

COURSE TITLE			HOURS PER WEEK		QUARTER HOURS CREDIT
FIRST QUARTER			CLASS	LAB.	
AUT	1111	Auto Body Repair	3	12	7
MAT	1101	Fundamentals of Mathematics	5	0	5
PHY	1101	Applied Science	3	2	4
ENG	1101	Reading Improvement	2	0	2
WLD	1101	Basic Gas Welding	0	3	1
			<u>13</u>	<u>17</u>	<u>19</u>
SECOND QUARTER					
AUT	1112	Auto Body Repair	3	12	7
WLD	1105	Auto Body Welding	0	3	1
DFT	1101	Schematics and Diagrams: Power Mechanics	0	3	1
PHY	1102	Applied Science	3	2	4
ENG	1102	Communication Skills	3	0	3
			<u>9</u>	<u>20</u>	<u>16</u>
THIRD QUARTER					
AUT	1113	Metal Finishing and Painting	3	12	7
PSY	1101	Human Relations	3	0	3
AUT	1115	Trim, Glass and Radiator Repair	2	9	5
			<u>8</u>	<u>21</u>	<u>15</u>
FOURTH QUARTER					
AUT	1114	Body Shop Applications	3	21	10
BUS	1103	Small Business Operations	3	0	3
			<u>6</u>	<u>21</u>	<u>13</u>

Automotive Body Repair (Advanced)

Three additional quarters of Auto Body Repair are offered for those who desire to gain advanced skills.

			HOURS PER WEEK		QUARTER HOURS CREDIT
FIFTH QUARTER			CLASS	LAB	
AUT	2001	Advanced Sheet Metal Welding	3	12	7
AUT	2002	Quarter Panel Replacement	3	12	7
			<u>6</u>	<u>24</u>	<u>14</u>
SIXTH QUARTER					
AUT	2011	Advanced Painting Techniques	3	12	7
AUT	2012	Advanced Interior Repair	3	12	7
			<u>6</u>	<u>24</u>	<u>14</u>
SEVENTH QUARTER					
AUT	2021	Vinyl Top Repair	1	3	2
AUT	2022	Frame Repair	2	3	3
AUT	2023	Service Management Procedures	3	15	8
			<u>6</u>	<u>21</u>	<u>13</u>



Automotive Mechanics

The automobile industry ranks as one of the largest and most universal industries and is a source of many job opportunities. New scientific discoveries and changes in engineering and design make this a challenging and interesting occupation.

The well-trained auto mechanic is a respected and sought after tradesman. This is the largest service and repair occupation in our country, requiring over 10,000 employee replacements each year. Opportunity is dependent on ability.

The automotive mechanics curriculum at Edgecombe Technical Institute provides training opportunities for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust automotive vehicles. Manual skills are developed in practical shop work. An understanding of the principles involved is gained in class discussions and assignments.

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

COURSE TITLE			HOURS PER WEEK		QUARTER HOURS CREDIT
FIRST QUARTER			CLASS	LAB.	
PME	1101	Internal Combustion Engines	3	12	7
MAT	1101	Fundamentals of Mathematics	5	0	5
ENG	1101	Reading Improvement	2	0	2
PHY	1101	Applied Science	3	2	4
			<u>13</u>	<u>14</u>	<u>18</u>

SECOND QUARTER

PME	1102	Engine Electrical and Fuel Systems	5	12	9
ENG	1102	Communication Skills	3	0	3
DFT	1101	Schematics and Diagrams:			
		Power Mechanics	0	3	1
PHY	1102	Applied Science	3	2	4
			<u>11</u>	<u>17</u>	<u>17</u>

THIRD QUARTER

AUT	1123	Automotive Chassis and Suspensions			
		Systems	3	9	6
AUT	1121	Braking Systems	3	3	4
PSY	1101	Human Relations	3	0	3
AHR	1101	Automotive Air Conditioning	2	3	3
WLD	1101	Basic Gas Welding	0	3	1
			<u>11</u>	<u>18</u>	<u>17</u>

FOURTH QUARTER

AUT	1124	Automotive Power Train Systems	3	9	6
AUT	1125	Automotive Servicing	3	9	6
BUS	1103	Small Business Operations	3	0	3
			<u>9</u>	<u>18</u>	<u>15</u>

Automotive Mechanics (Advanced)

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

COURSE TITLE			HOURS PER WEEK		QUARTER HOURS CREDIT
FIFTH QUARTER			CLASS	LAB	
PME	1102P	Electrical Testing Equipmt.	3	12	7
PME	1103P	Advanced Internal Combustion Engines	3	12	7
			<u>6</u>	<u>24</u>	<u>14</u>
SIXTH QUARTER					
PME	1123)	Automatic Transmissions	6	6	8
AHR	22235	Advanced Air Conditioning:			
		Automotive	1	3	2
PME	1126P	Service Management Procedures	3	12	7
			<u>10</u>	<u>21</u>	<u>17</u>
SEVENTH QUARTER					
AUT	1122	Power Accessories	1	3	2
AUT	1109	Troubleshooting Automotive Systems	2	1	5
PME	1126	Small Engine Repair	0	6	2
SPA	1298	Special Problems	2	4	3
			<u>5</u>	<u>22</u>	<u>12</u>

Child Care Worker

There is presently an acute shortage of personnel prepared to work with the preschool child. With many mothers of young children returning to the labor market, the number of young children in out-of-the-home care is increasing rapidly. Recent studies have reemphasized the importance of fostering optimal development during the early years of life. The curriculum includes both the classroom and field experiences for each student. The classroom includes theoretical topics, demonstrations of practical applications, and student discussions to promote understandings of the developmental philosophy toward early childhood. The field experience provides the opportunity for an individual to work with the young child.

The child care worker assists professional personnel in developing and implementing planned programs of activities for young children. Graduates of this program may find employment in day care centers, nursery schools, kindergartens, child development centers, institutions, camps and recreation centers.

SUGGESTED SEQUENCE OF COURSE BY QUARTERS

		COURSE TITLE		HOURS PER WEEK		TOTAL CONTACT HOURS
				CLASS	LAB	
FIRST QUARTER						
EDU	1001	The Nature and Scope of Day Care for Young Children		5	0	5
EDU	1002	Health and Safety of Young Children		5	0	5
EDU	1003	Creative Activities for Young Children		5	3*	6
ECU	1004	Field Experience in Child Care Facilities		—	6*	2
				<u>15</u>	<u>9</u>	<u>19</u>
SECOND QUARTER						
EDU	1005	Working with the Young Child		3	9*	6
EDU	1006	Communicating Effectively with the Young Child		3	0	3
EDU	1007	Music in the Early Childhood Program		2	3*	3
EDU	1008	Science in the Early Childhood Program		2	3*	3
EDU	1009	Art in the Early Childhood Program		2	3*	3
				<u>12</u>	<u>18</u>	<u>18</u>
THIRD QUARTER						
EDU	1010	Working with the Young Child with Problems		3	9*	6
EDU	1011	Conceptual and Language Development		3	0	3
EDU	1012	Literature in the Early Childhood Program		3	0	3
EDU	1013	Parent Education**		6	0	6

EDU 1014	Administration & Supervision in a Preschool Facility**			
EDU 1015	Group Care of Infants**			
		15	9	18

***Manipulative laboratory" involves development of skills and job proficiency.
 Credit of one quarter hour for each three hours of laboratory.
 **Student to select any two.



Cosmetology

Today the cosmetic artist is called upon to advise men and women on problems of make-up, diet, and care of the hair, skin and hands, including the nails. Cosmetology has become a science consisting of the use of cosmetics based on scientific principles. The Cosmetic Arts Curriculum is designed to prepare the student for employment in the field of cosmetology. The curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling. This curriculum is approved by the North Carolina State Board of Cosmetic Art Examiners.

The suggested curriculum guide for the cosmetology program is based on a quarter system. Assignment of contact hours to specific areas of instruction are in accordance with the minimum contact hour requirement as established by the North Carolina State Board of Cosmetic Art Examiners.

The 1200 hour cosmetology program prepares prospective beauty operators for the North Carolina licensing examination. Classes operate on a seven hour per-day schedule providing actual experience in such customer services as shampooing, care of the skin, massaging, and all other phases of cosmetology.

A trained beautician is in constant demand. She can find employment in the many beauty shops found in every community. A cosmetologist performs many functions in providing beauty services for customers. Some of the functions are manicuring, shampooing, permanent waving, facials, scalp treatments, hair styling, bleaching, and other services demanded of a beautician.

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

COURSE TITLE	HOURS PER WEEK		QUARTER HOURS CREDIT
FIRST QUARTER	CLASS	LAB	
C001 Scientific Study I	42	63	6
C011 Mannequin Practice	<u>13</u>	<u>212</u>	<u>7</u>
	55	275	13
SECOND QUARTER			
C002 Scientific Study II	55	00	5
C022 Clinical Application I	<u>0</u>	<u>275</u>	<u>8</u>
	55	275	13
THIRD QUARTER			
C003 Scientific Study III	55	0	5
C033 Clinical Application II	<u>0</u>	<u>275</u>	<u>8</u>
	55	275	13
FOURTH QUARTER			
C004 Scientific IV	55	0	5
C044 Clinical Application III	<u>0</u>	<u>275</u>	<u>8</u>
	55	275	13

Electrical Installation and Maintenance

The rapid expansion of the national economy and the increasing development of new electrical products is providing a growing need for qualified people to install and maintain electrical equipment. By mid-1960 more than 350,000 were employed as either construction electricians or maintenance electricians. Between 5,000 and 10,000 additional tradesmen required each year to replace those leaving the industry. Most industries, both local and nationwide, employ qualified electrical people to install and maintain electrical equipment.

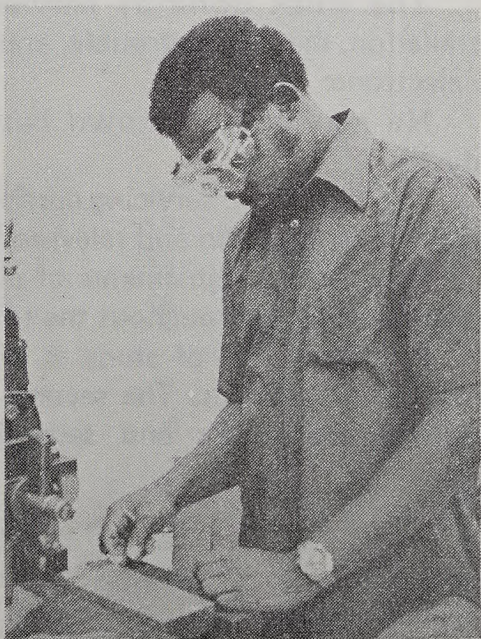
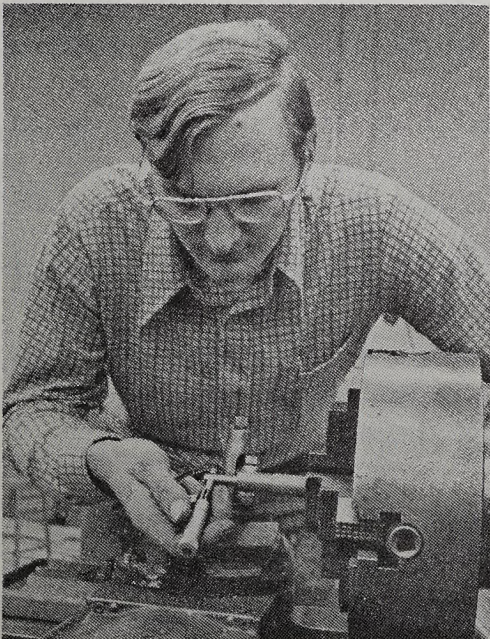
The Electrical Installation and Maintenance curriculum offers practical laboratory experience coupled with the classroom theory.

The graduate of the electrical trades program will be qualified to enter an electrical trade as an on-the-job trainee or apprentice, where he will assist in the planning, layout, installation, check out, and maintenance of systems in residential, commercial, or industrial plants. He will have an understanding of the fundamentals of the National Electrical Code regulations as related to

wiring installations, electrical circuits, and the measurements of voltage, current, power, and power factor of single and polyphase alternating circuits. He will have a basic knowledge of motor and motor control systems; industrial electronic control systems; business procedures, organization, and practices; communicative skills; and the necessary background to be able to advance through experience and additional training through up-grading courses offered in the center.

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

COURSE TITLE			HOURS PER WEEK		QUARTER HOURS CREDIT
FIRST QUARTER			CLASS	LAB	
ELC	1112	Direct and Alternating Current	5	12	9
ENG	1101	Reading Improvement	2	0	2
MAT	1115	Electrical Math	5	0	5
PHY	1101	Applied Science	3	2	4
			<u>15</u>	<u>14</u>	<u>20</u>
SECOND QUARTER					
ELC	1113	Alternating Current and Direct Current Machines and Controls	5	12	9
DFT	1101	Blueprint Reading: Building Trades	0	3	1
ENG	1102	Communication Skills	3	0	3
PHY	1102	Applied Science	<u>3</u>	<u>2</u>	<u>4</u>
			11	17	17
THIRD QUARTER					
ELC	1124	Residential Wiring	5	9	8
ELN	1118	Industrial Electronics	3	6	5
PSY	1101	Human Relations	3	0	3
DFT	1113	Blueprint Reading: Electrical	<u>0</u>	<u>3</u>	<u>1</u>
			11	18	17
FOURTH QUARTER					
ELC	1125	Commercial and Industries Wiring	5	12	9
ELN	1119	Industrial Electronics	3	6	5
BUS	1103	Small Business Operations	<u>3</u>	<u>0</u>	<u>3</u>
			11	18	17





Electronic Servicing

Employment of television and radio service technicians is expected to increase rapidly throughout the 1970's due to the growing number of electronic devices produced, and due to the rapidly expanding electronic technology.

The work done by television and radio service technicians involves installation, diagnosing trouble, and making necessary repairs and adjustments on electronic equipment.

He may own his own business, work in a repair shop, or work in industry.

The electronic servicing curriculum offers the basic knowledge and skills necessary to the radio and television technician.

Repairs and adjustments of electronic equipment are made by students in the laboratory throughout the total program.

A second year of study is offered for those students who wish more depth in electronics. The second year is oriented toward commercial and industrial electronics and second-class FCC license preparations.

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

COURSE TITLE		HOURS PER WEEK		QUARTER HOURS CREDIT
FIRST QUARTER		CLASS	LAB	
MAT	1115 Electrical Math	5	0	5
ENG	1101 Reading Improvement	2	0	2
ELC	1112 Direct and Alternating Current	8	15	13
		<u>15</u>	<u>15</u>	<u>20</u>
SECOND QUARTER				
MAT	1116 Electrical Math	5	0	5
ENG	1102 Communication Skills	3	0	3
ELN	1112 Vacuum Tubes & Solid State Devices	<u>7</u>	<u>15</u>	<u>12</u>
		15	15	20
THIRD QUARTER				
ELN	1125 Radio Receiver & Amplifier Servicing	4	12	8
ELN	1113 Television Theory & Circuits	5	6	7
PSY	1101 Human Relations	3	6	3
		<u>12</u>	<u>18</u>	<u>18</u>
FOURTH QUARTER				
ELN	1127 Television Receiver Circuits & Servicing	10	15	15
BUS	1103 Small Business Operations	<u>3</u>	<u>0</u>	<u>3</u>
		13	15	18

Three additional quarters are offered for those who desire to gain advanced skills.

Electronic Servicing (Advanced)

FIFTH QUARTER				
ELN 1128E	Advanced Color Television	5	17	10
ENG 101	Grammar	3	0	3
ELN 2320	F.C.C. Rules & Regulations	2	0	2
DFT 1113	Blueprint Reading	<u>0</u>	<u>3</u>	<u>1</u>
	Total	10	20	16
SIXTH QUARTER				
ELN 2330	F.C.C. Second Class License Preparation	5	0	5
ELN 1130E	Small Appliance Repair	2	3	3
ELN 1135E	Electronic Servicing Techniques	<u>5</u>	<u>15</u>	<u>10</u>
	Total	12	18	18
SEVENTH QUARTER				
ELN 2340	F.C.C. First Class License Preparation	5	0	5
ELN 1140E	Industrial Electronics & Communications	5	10	8
ELN 2310	Electronic Project	<u>2</u>	<u>8</u>	<u>4</u>
		12	18	17

Industrial Maintenance

This curriculum is designed to prepare students to enter the field of industrial maintenance.

Courses provide a training program in the basic knowledge, fundamentals, and practices involved in industrial maintenance. A large portion of the program is devoted to laboratory and shop instruction which is designed to give the student practical knowledge and application experiences in the fundamentals taught in class.

Graduates of the industrial maintenance program will maintain and repair machinery and mechanical equipment such as pumps, compressors, boilers, motors, electrical controls, pneumatic and hydraulic devices, and production machines found in the industrial plants. He will use hand tools, power tools, machine tools, welding equipment, and precision measuring and testing instruments.

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

COURSE TITLE			HOURS PER WEEK		TOTAL CREDIT HOURS
FIRST QUARTER			CLASS	LAB	
MAT	1101	Fundamentals of Mathematics	5	0	5
ENG	1101	Reading Improvement	2	0	2
ISC	1101	Industrial Safety	3	0	3
MEC	1112	Machine Shop Processes	3	8	5
MEC	1105	Elements of Mechanics	3	6	5
			<u>17</u>	<u>14</u>	<u>21</u>
SECOND QUARTER					
ENG	1102	Communication Skills	3	0	3
WLD	1101	Introduction to Welding	2	3	3
ELC	1102	Basic Electricity	5	3	6
MEC	1141	Sheet Metal Fabrication	3	6	5
DFT	1104	Blueprint Reading	0	3	1
			<u>13</u>	<u>15</u>	<u>18</u>
THIRD QUARTER					
MEC	2350	Hydraulics & Pneumatics	7	6	9
PSY	1101	Human Relations	3	0	3
ELN	1118-IM	Industrial Electronics	3	9	6
			<u>13</u>	<u>15</u>	<u>18</u>
FOURTH QUARTER					
ELC	1125-IM	Commercial & Industrial Wiring	5	7	8
ELN	2260-IM	Electromechanical Systems	5	6	7
CAR	1101	Carpentry	2	5	3
			<u>12</u>	<u>18</u>	<u>18</u>

Knitting Mechanics

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

COURSE TITLE			HOURS PER WEEK		TOTAL CREDIT HOURS
FIRST QUARTER			CLASS	LAB	
MAT	1101	Fundamentals of Mathematics	5	0	5
KNI	1101	Introduction to Basic Knitting	5	10	7
MEC	1105	Elements of Mechanics	3	0	4
ENG	1101	Reading Improvement	3	0	3
MEC	2170	Materials & Processes	0	3	1
			<u>16</u>	<u>13</u>	<u>19</u>
SECOND QUARTER					
ENG	1102	Composition	3	0	3
MEC	1109	Knitting Machine Processes	8	15	13
			<u>11</u>	<u>15</u>	<u>16</u>
THIRD QUARTER					
MEC	1127	Pattern Making	5	18	11
PSY	1101	Human Relations	3	0	3
			<u>8</u>	<u>18</u>	<u>14</u>

Light Construction Industry

This curriculum is designed to prepare a graduate for a wide variety of jobs in the general building industry. Primarily, a graduate would obtain employment in estimating and drafting, or in sales with supervisory management potential.

The courses have been selected to give the student a strong background in the identification and knowledge of the materials of construction, estimating cost, drafting, business methods and sales techniques.

A graduate of this program would be able to figure lumber, speak the language of the contractor, interpret the layman's request, estimate materials and cost, prepare detailed drawings for cabinet work and alterations.

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

COURSE TITLE			HOURS PER WEEK		TOTAL CREDIT HOURS
FIRST QUARTER			CLASS	LAB	
MAT	1101	Fundamentals of Math	5	0	5
CAR	1101	Carpentry	2	15	7
ENG	1101	Reading Improvement	2	0	2
DFT	1110	Blueprint Reading & Building Trades	0	6	3
			<u>9</u>	<u>21</u>	<u>17</u>
SECOND QUARTER					
MAT	1112	Building Trades & Mathematics	5	0	5
CAR	1102	Carpentry: Millwork & Cabinetmaking	3	21	10
ELC	1123	Electrical Installation	2	6	4
DFT	1111	Blueprint Reading & Sketching	2	3	3
ENG	1102	Communication Skills	3	0	3
			<u>15</u>	<u>30</u>	<u>25</u>

THIRD QUARTER

MAS	1101	General Masonry	2	6	4
DFT	1145	Specifications & Contracts	3	0	3
PLU	1115	Plumbing Installation	2	6	4
PSY	1101	Human Relations	3	0	3
			<u>10</u>	<u>12</u>	<u>14</u>

FOURTH QUARTER

CAR	1103	Carpentry: Finishing	4	15	9
MAT	1114	Estimating Construction Costs	3	0	3
BUS	1103	Small Business Operations	3	0	3
			<u>10</u>	<u>15</u>	<u>15</u>

Machinist

This curriculum was prepared to meet a definite need for training of machinists. Surveys recently completed in North Carolina show that many of the existing industries lack time and facilities for training enough machinists to meet present and planned needs. Expanding industries already located in our state and new industries under development express the need for skilled craftsmen who have the background knowledge and potential to advance.

The machinist is a skilled worker who must be able to set up and operate the machine tools found in a modern shop. The machinist also must know the composition of metals so that he can heat and quench cutting tools and parts to improve machinability. His wide knowledge enables him to turn a block of metal into an intricate, precise part.

This curriculum is designed to give individuals the opportunity to acquire basic skills and the related technical information necessary to gain employment and build a profitable career in the machine shop industry. It is comprised of the joint views of committees responsible for its development.

The machinist is a skilled metal worker who shapes metal parts by using machine tools and hand tools. His training and experience enable him to plan and carry through all the operations needed in turning out a machined product and to switch readily from one kind of product to another. A machinist is able to select the proper tools and material required for each job and to plan the cutting and finishing operations in their proper order so that he can complete the finished work according to blueprint or written specifications. He makes standard shop computations relating to dimensions of work, tooling, feeds, and speeds of machining. He often uses precision measuring instruments such as micrometers and gauges to measure the accuracy of his work to a thousandth of an inch.

Machinists are employed in almost every locality and industry because their skills are required to maintain all types of machinery.

SUGGESTED CURRICULUM BY QUARTERS

COURSE TITLE			HOURS PER WEEK	QUARTER HOURS
FIRST QUARTER			CLASS	CREDIT
MEC	1101	Machine Shop Theory & Practice	3	8
ENG	1101	Communication Skills	2	2
MAT	1101	Applied Mathematics	5	5
DFT	1104	Blueprint Reading	<u>2</u>	<u>3</u>
			12	18
SECOND QUARTER				
MEC	1102	Machine Shop Theory & Practice	3	8
MAT	1102	Applied Mathematics	5	5
DFT	1105	Blueprint Reading	0	1
WLD	1101	Basic Welding	<u>1</u>	<u>2</u>
			9	16
THIRD QUARTER				
MEC	1103	Machine Shop Theory & Practice	1	7
MAT	1106	Applied Mathematics	3	3
DFT	1106	Blueprint Reading	0	1
MEC	1115	Applied Metallurgy	3	3
ENG	1102	Communication Skills	<u>2</u>	<u>2</u>
			9	16
FOURTH QUARTER				
MEC	1104	Machine Shop Theory & Practice	2	7
MEC	1116	Applied Metallurgy	0	1
MAT	1123	Machinist Mathematics	5	5
PHY	1101	Applied Science	<u>2</u>	<u>3</u>
			9	16

Nurses' Assistant

This course is designed to prepare qualified men and women to give effective nursing care to selected patients, to make and report observations, and to carry out routine aspects of nursing care. The continuing shortage of nursing personnel has created need for the nurses' assistant who is prepared to perform those duties associated with patient care which require only limited educational preparation.

Classroom teaching is centered around modern concepts of health, functional relationships within the hospital, fundamentals of effective interpersonal relations, and nursing procedures related to daily needs of patients and to common therapeutic measures.

This course is designed for approximately 330 hours of instruction, consisting of classroom, laboratory, and clinical experiences. All clinical assignments are planned and supervised by the teacher so that students will learn to apply classroom learning to hospital practice. A passing score is required of all graded work, plus demonstrated progress in the application of nursing skills in actual patient care.

Introduction to Role of the Nurses' Assistant

- UNIT I: Introduction to Role of the Nurses' Assistant
- UNIT II: Understanding Effects of Illness
- UNIT III: Making Observations on Patients
- UNIT IV: Safety Measures in Care of the Sick
- UNIT V: Measures to Promote the Patient's Comfort
- UNIT VI: Measures Related to the Patient's Illness
- UNIT VII: Becoming a Hospital Employee



Operating Room Technician

The aim of the Operating Room Technician Program is to make available to qualified persons the opportunity to prepare to assist the physicians and nurses in the operating room.

Clinical experience in the hospital is provided at Edgecombe Memorial Hospital.

The AORT Certifying Exams may be taken by the student after successfully completing the program.

The operating room technician is a person who has the skills needed to assist in the operating room. The skills which are needed cover many areas. The first is to learn the procedures of preparation and care of supplies, skin preparation, and preparation of the patient. The person must learn operating room functional skills including hand scrubbing, gowning and gloving, operative field draping, and caring for specimens. The operating room technician must learn the names and application of the basic operating room equipment and materials, and sponges and dressings. They must understand the ethical, moral, and legal responsibilities related to the operating room, the

health profession, and the patient. Finally they must be familiar with all personnel who are employed in the operating room and know the duties of each.

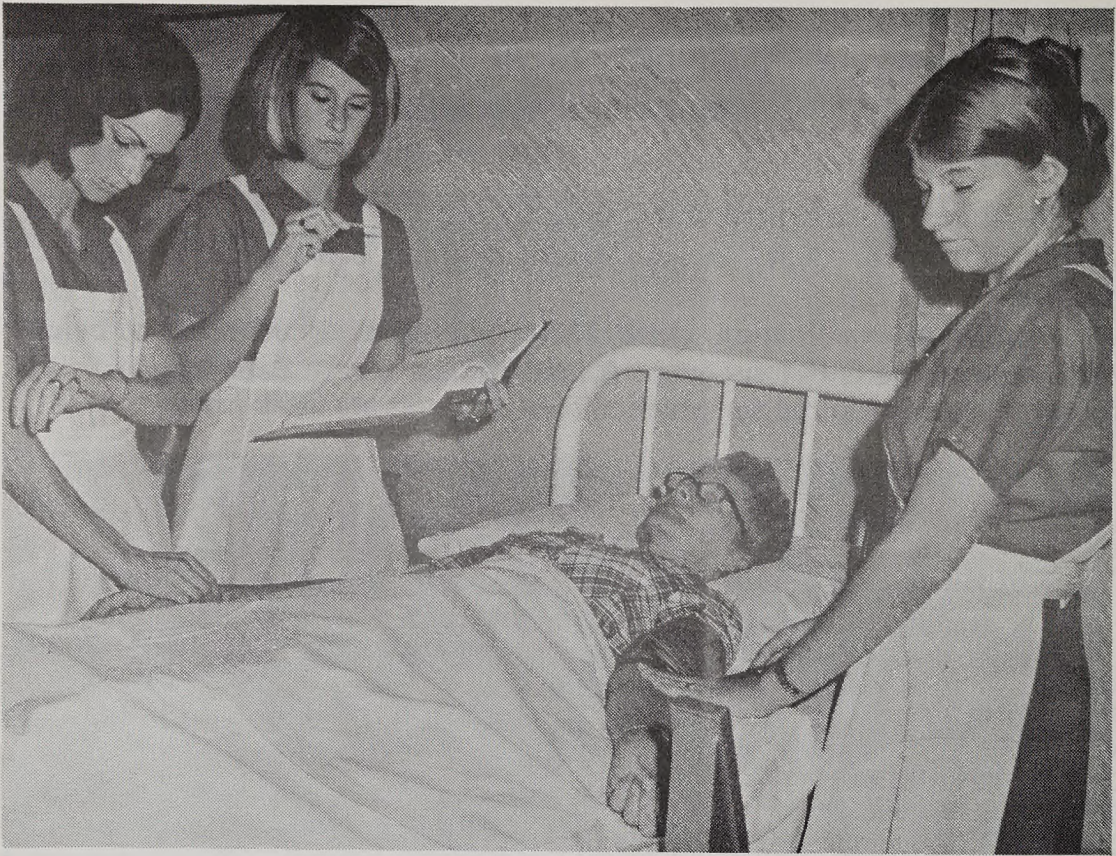
A student entering the O-R-T program must be 18 years old or older, or a high school graduate. A high school diploma is preferred, though not required.

A medical examination, chest, X-ray, and blood test are required before entrance into the O-R-T program. A pre-entrance test to determine aptitude for O-R-T is also required for which minimum scores are established.

SCHEDULED SEQUENCE OF COURSES BY QUARTERS

COURSE TITLE		HOURS PER WEEK		QUARTER HOURS CREDIT
FIRST QUARTER		CLASS	LAB	
NSG 1101	Anatomy & Physiology	6	0	6
ORT 1102	Safe Patient Care	4	0	4
ORT 1103	Pathology	3	0	3
ORT 1104	Orientation to Operating Room	6	6	8
ORT 1105	Microbiology	3	0	3
ORT 1106	Conference	2	0	2
		<u>24</u>	<u>6</u>	<u>26</u>
SECOND QUARTER				
ORT 1110	O.R. Technique I	0	7	2
ORT 1111	Surgical Procedures I	3	0	3
ORT 1112	Clinical Practice I	0	25	8
		<u>3</u>	<u>32</u>	<u>13</u>
THIRD QUARTER				
ORT 1113	OR Technique II	0	7	2
ORT 1114	Surgical Procedures II	3	0	3
ORT 1115	Clinical Practice II	0	25	8
		<u>3</u>	<u>32</u>	<u>13</u>





Practical Nursing

The aim of the Practical Nurse Education Program is to make available to qualified persons the opportunity to prepare for participation in care of patients of all ages, in various states of dependency and with a variety of illness conditions.

Students are selected on the basis of demonstrated aptitude for nursing as determined in part by aptitude tests, high school record, medical examination, and an interview with the Nursing Selection Committee.

Throughout the one-year program, the student is expected to grow continuously in acquisition of knowledge and understandings related to nursing, the biological sciences, the social sciences and skills related to nursing practice communications, inter-personal, and use of good judgment. Evaluation of student performance consists of tests on all phases of course content, evaluation of clinical performance, and evaluation of adjustment to the responsibilities of nursing. A passing score is required on all graded work, plus demonstrated progress in application of nursing skills in actual patient care. In order to successfully complete the program, the student must maintain a "C" average.

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

COURSE TITLE			HOURS PER WEEK		QUARTER HOURS CREDIT
FIRST QUARTER			CLASS	LAB	
NSG	1101	Basic Science	6	0	6
NSG	1102	Vocational Adj. I	2	0	2
NSG	1103	Mathematics	3	0	3
NSG	1104	Intro. to Patient Care	6	6	8
NSG	1105	Communicative Skills	3	0	3
NSG	1111	Nutrition	2	0	2
			<u>22</u>	<u>6</u>	<u>24</u>
SECOND QUARTER					
NSG	1106	Nursing Care of Adults I	7	0	7
NSG	1107	Maternal-Child Nursing I	4	0	4
NSG	1109	Hospital Patient Care I	<u>0</u>	<u>24</u>	<u>8</u>
			11	24	19
THIRD QUARTER					
NSG	1108	Maternal — Child Nursing II	4	0	4
NSG	1110	Nursing Care of Adults II	7	0	7
NSG	1112	Hospital Patient Care II	<u>0</u>	<u>24</u>	<u>8</u>
			11	24	8
FOURTH QUARTER					
NSG	1113	Nursing Care of Adults III	7	0	7
NSG	1114	Vocational Adjustments II	2	0	2
NSG	1115	Hospital Patient Care III	<u>0</u>	<u>24</u>	<u>8</u>
			9	24	17

Welding

This curriculum was developed to fill the tremendous need for welders in North Carolina. The recently completed Manpower Survey shows quite clearly that many welders will be needed annually to fill present and projected vacancies in the State.

The content of this curriculum is designed to give students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry.

Welders join metals by applying intense heat, and sometimes pressure, to melt the edges to form a permanent bond. Closely related to welding is "oxygen cutting." Of the more than 35 different ways of welding metals, arc, gas, and resistance welding are the three most important.

The principal duty of the welder using manual techniques is to control the melting by directing the heat from either an electric arc or gas welding torch, and to add filler metal where necessary to complete the joint. He should possess a great deal of manipulative skill with a knowledge of jigs, welding symbols, mathematics, basic metallurgy, and blueprint reading.

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

COURSE TITLE			HOURS PER WEEK		QUARTER HOURS CREDIT
FIRST QUARTER			CLASS	LAB	
WLD	1120	Oxyacetylene Welding and Cutting	3	12	7
MAT	1101	Fundamentals of Mathematics	5	0	5
DFT	1104	Blueprint Reading: Mechanical	0	3	1
PHY	1101	Applied Science	3	2	4
ENG	1101	Reading Improvement	2	0	2
			<u>13</u>	<u>17</u>	<u>19</u>
SECOND QUARTER					
WLD	1121	Arc Welding	3	12	7
MAT	1103	Geometry	3	0	3
DFT	1117	Blueprint Reading: Welding	0	3	1
PHY	1102	Applied Science	3	2	4
ENG	1102	Communication Skills	3	0	3
			<u>12</u>	<u>17</u>	<u>18</u>
THIRD QUARTER					
WLD	1124	Pipe Welding	3	12	7
WLD	1123	Inert Gas Welding	1	3	2
WLD	1112	Mechanical Testing and Inspection	1	3	2
DFT	1118	Pattern Development and Sketching	0	3	1
PSY	1101	Human Relations	3	0	3
			<u>8</u>	<u>21</u>	<u>15</u>
FOURTH QUARTER					
WLD	1122	Commercial and Industrial Practices	3	9	6
WLD	1125	Certification Practices	3	6	5
MEC	1112	Machine Shop Processes	0	6	2
MES	1105	Industrial Organizations	3	0	3
			<u>9</u>	<u>21</u>	<u>16</u>

Vocational Course Descriptions

The courses listed below constitute the content of the Vocational Program. Courses are numbered 1000 through 2000. Courses should be pursued in normal sequence with prerequisite courses taken as indicated.

One quarter hour of credit is earned for a class meeting one hour each week for the duration of the quarter with the exception of regular laboratories and "manipulative laboratories." "Manipulative laboratory" involves development of skills and job proficiency. Credit of one quarter hour is given for each three of these laboratory hours.

Air Conditioning

AHR 1101 Automotive Air Conditioning

General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system. Prerequisite: PHY 1102.

AHR 1135 Air Conditioning: Automotive

A general introduction to principles of refrigeration. Included is the study of the components of the system, the proper connection of components, and the proper handling of refrigerants in charging the system. Emphasis will be on the installation and repair of automobile air conditioners.

Automotive Body Repair

AUT 1111 Auto Body Repair

Basic principles of automobile construction, design, and manufacturing. A thorough study of angles, crown, and forming of steel into the complex contour of the present day vehicles. Application of the basic principles of straightening, aligning, and painting of damaged areas. Prerequisite: None.

AUT 1112 Auto Body Repair

A thorough study of the requirements for a metal worker, including the use of essential tools, forming fender flanges and beads, and straightening typical auto body damage. Acquisition of skills such as shaping angles, crowns, and contour of the metal of the body and fenders. Metal working and painting. Prerequisites: None.

AUT 1113 Metal Finishing and Painting.

Development of the skill of shrinking stretched metal, soldering and leading, and preparation of the metal for painting. Straightening of doors, hoods, and deck lids, fitting and aligning. Painting fenders and panels, spot repairs, and complete vehicle painting. Use and application of power tools. Prerequisites: None.

AUT 1114 Body Shop Applications

General introduction and instruction in the automotive frame and front end suspension systems, the methods of operation and control, and the safety of the vehicle. Unit job application covers straightening of frames and front wheel alignment. Application of all phases of training. Repair order writing, parts purchasing, estimates of damage, and developing the final settlement with the adjuster. Prerequisites: None.

AUT 1115 Trim, Glass and Radiator Repair

Methods of removing and installing interior trim; cutting, sewing, and installing headlinings, seat covers, and door trim panels; painting of trim parts and accessories. Glass removal, cutting, fitting, and installation. A thorough study of the engine cooling system, repairing and replacing damaged cooling system components. Tests to insure normal engine cooling operation. Prerequisite: None.

AUT 2001 Advanced Sheet Metal Welding

This course provides the student with the advanced skills of joining and filling sheet metal parts on an automobile. The great skill required to perform such operations on the modern automobile is important for a smooth, professional finish.

AUT 2002 Quarter Panel Replacement

With so many different makes and models of automobiles on the road today, it is essential that the auto body repairman be able to replace each quarter panel quickly and efficiently. Increased skill in this area is needed by the competent body man.

AUT 2011 Advanced Painting Techniques

Techniques of paint application with various types of auto paints is studied and practiced. Specialized painting skills are developed that will enable the student to make smooth application of paints in varying situations.

AUT 2012 Advanced Interior Repair

Repair and reconditioning of auto interior is studied in depth to allow the body repairman to properly fix interiors.

AUT 2021 Vinyl Top Repair

The repair and reconditioning of vinyl tops is studied. Most of today's cars have vinyl tops which need repair in many minor as well as severe accidents.

AUT 2022 Frame Repair

The advanced techniques of frame repair enable the student to straighten bent frames and correctly align them.

AUT 2023 Service Management Procedures

Provides the student with management experience in all areas of shop procedures. Develops self-confidence and initiative of student.

Automotive Mechanics

PME 1101 Internal Combustion Engine

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing. Prerequisite: None.

PME 1102 Engine Electrical and Fuel Systems

A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuel, types of fuel systems, special tools, and testing equipment for the fuel and electrical system. Prerequisite: PME 1101.

PME 1102P Electrical Testing Equipment

The theory and operation of various automobile electrical units and systems, and the equipment used to diagnose and repair an automobile are studied in detail.

PME 1103P Advanced Internal Combustion Engines

An indepth study of the internal combustion engine with emphasis on disassembly and reassembly of engines in motor rebuilding. Engine components and specifications are studied along with techniques of installation.

PME 1124P Automatic Transmissions

This course is designed to provide a measure of depth in the understanding of automatic transmissions. Instruction includes classroom study, demonstrations, and student participation in disassembly, reassembly, and testing of automatic transmissions. Instruction includes classroom study, demonstrations, and student participation in disassembly, reassembly, and testing of automatic transmissions. The student is acquainted with the basic principles of automatic transmissions, and his skill developed in servicing and repairing most of the popular types of automatic transmissions.

PME 1126P Service Management Procedures

This course is designed to provide the skills necessary for the students to get actual experience in service management procedures. The student is given indepth experiences in diagnosis, testing, adjusting, repairing, and replacing component parts. A close simulation to an actual automotive shop situation will be maintained.

PME 1126 Small Engine Repair

This course will give individuals the skills and knowledge necessary for employment as repairmen of small engines. Skill in servicing and repairing is developed through practical shop work. A thorough understanding of the operating principles of this equipment is provided through classroom instruction, group discussions, and shop practice.

AUT 1121 Braking Systems

A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis on how they operate, proper adjustment, and repair. Prerequisite: PHY 1102.

AUT 1122 Power Accessories

A study of service and repair of the common power accessories found in the modern automobile. Major emphasis will be on power brakes and power steering. Other means of study will include power window lifts, power seats, windshield wipers, heaters, defrosters, and directional signals. Further emphasis will be placed on being able to troubleshoot these items as well as repair.

AUT 1123 Automotive Chassis and Suspension Systems

Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension and steering systems. Units to be studied: shock absorbers, springs, steering systems, steering linkage, and front end alignment. Prerequisite: PME 1102.

AUT 1124 Automotive Power Train Systems

Principles and functions of automotive power train systems: clutches, transmission gears, torque converters, drive shaft assemblies, rear axles, and differentials. Identification of troubles, servicing, and repair. Prerequisites: PHY 1102, AUT 1123.

AUT 1125 Automotive Servicing

Emphasis on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Troubleshooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing, and replacing. Prerequisite: AUT 1123, AUT 1121, AHR 1101.

AUT 1109 Troubleshooting Automotive Systems

Emphasis is placed on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. This course is an opportunity to apply some of the knowledge gained in the previous specialized courses. Troubleshooting of automotive systems provide a full range of experiences in testing, adjusting, repairing, and replacing. All of the previously studied shop equipment will be used.

SPA 1298 Special Problems

In some instances, veterans will have to enroll in special courses in order to comply with regulations. Special problem courses will provide the student with additional assigned study in the students' major area of study under supervision of an instructor. Special problem courses will be reported as laboratory study and students will be given credit and the grade will be computed in the grade point average.

Business

BUS 1103 Small Business Operations

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations. Prerequisite: None.

BUS 1105 Industrial Organizations

Methods, techniques, and practices of modern management in planning, organization, and controlling operations of a manufacturing concern. Introduction to the competitive system and the factors constituting product cost. Prerequisite: None.

Child Care Worker

EDU 1001 The Nature and Scope of Day Care for Young Children

Designed to promote understanding of the role and responsibilities of day care workers. Classroom activities include study of personal adjustment, the developmental sequence in infancy and childhood, and needs of young children for optimal intellectual, emotional, and social development. The importance of the adult-child relationship is emphasized throughout the course. Prerequisite: None.

EDU 1002 Health and Safety of Young Children

Designed to promote understanding of factors which influence physical and emotional health during infancy and childhood. Classroom activities focus on practices and procedures for promoting good health among children in group care. The influence of child care workers on health and safety and on the teaching of health habits is emphasized throughout the course. Prerequisite: None.

EDU 1003 Creative Activities for Young Childrens,

Designed to promote appreciation for the importance of a varied program of activities for young children and to develop understanding of types of activities which should be provided in a group care facility. Classroom activities include discussion of media and techniques, experimentation with various media, and participation in planning activity programs for different age groups. Prerequisite: None.

EDU 1004 Field Experience in Child Care Facilities

Designed to provide opportunities for students to apply classroom learnings to observation of young children and to participate in their care under the supervision of the teacher. Experience in various types of child care facilities will be related to classroom learnings through assignments, groups discussions, and conferences. This course outline is intended to indicate the experiences needed to reinforce learnings of EDU 1001, EDU 1002, and EDU 1003. Satisfactory performance in EDU 1004 is required for completion of the basic pre-employment course for child care workers. Prerequisite: None.

EDU 1005 Working With the Young Child

An introduction to the relationship of developmental stages to behavior patterns, with emphasis on those methods of interacting with children which promote healthy progress from one developmental stage to the next. Discussions and assignments are designed to develop insight into the student's own attitudes and biases, as a basis for self-understanding and increased capacity for relating to children and adults effectively. Prerequisite: None.

EDU 1006 Communicating Effectively With the Young Child

Study of language development in relation to adult models and the child's early experiences. Remedial approaches to improving the student's oral communication, in order to serve as an effective model. Case studies provide opportunities to analyze problems of adult-child communication and to derive guidelines for establishing effective communication patterns with young children. Prerequisite: None.

EDU 1007 Music in the Early Childhood Program

Study of music which is appropriate for young children and ways of intergrating music into the total program of activities. Students learn to utilize a wide variety of materials for rhythm, instrumental performance, and dramatic play. Laboratory sessions provide opportunities for learning songs and developing extensive files; field experience provides opportunities to participate in and evaluate music activities for various age groups. Prerequisite: None.

EDU 1008 Science in the Early Childhood Program

Study of those scientific facts, concepts, and phenomena that are of interest to young children. Laboratory experiences provide opportunities to carry out simple experiments in which young children could participate. Each student will plan a science program which could be used as an integral component of the overall program for young children in group care. Prerequisite: None.

EDU 1009 Art in the Early Childhood Program

Study of art media in relation to the creative process in young children, of the education component that each medium reinforces, and of the ways a variety of low-cost activities can be incorporated into a program for young children. Laboratory sessions provide first-hand experience with all of the media, opportunities to explore the uses of each, and practice in the care and storage of materials. Each student will plan a meaningful sequence of art activities which could be incorporated into a program for young children. Prerequisite: None.

EDU 1010 Working With the Young Child with Problems

Further study of behavior in relation to developmental stages, with emphasis on behavior which is symptomatic of emotional or physical handicaps. Case studies and field observations are utilized for analysis of problems commonly encountered in group situations. Effective interaction and other types of remedial help are explored. Behavior of the child care worker is analyzed as a possible factor in contributing to or alleviating maladjustment, with focus on the importance of constructively utilizing an analytic approach to self-development and to improved interpersonal skills. Prerequisite: None.

EDU 1011 Conceptual and Language Development

Study of means for helping children develop in their ability to communicate and to formulate concepts about their environment. Emphasis is on utilization of all facets of the program to reinforce concept development and to increase vocabulary through stimulation of oral communication. Reading assignments and recordings of children's speech provide opportunities to study speech development, to establish realistic expectations and to identify children with needs for special attention to language development. Prerequisite: None.

EDU 1012 Literature in the Early Childhood Program

Study of literature for young children, with emphasis on criteria for evaluating the literary value of children's books. Extensive reading and development of a topical file provide resources for selection of appropriate materials to use in field practice, to develop skill in oral reading and in story telling. Prerequisite: None.

EDU 1013 Parent Education

Designed to develop understanding of the rewards and difficulties of parents. Role playing provides opportunities to practice ways of working with parents through home visits, individual conferences, informal conversations, and group meetings. The relationship of the child care facility to other community agencies is explored, including ways each can best serve children and their families. Emphasis is given to the responsibility of child care workers to know about community resources, to be sensitive to needs of parents, and to help parents become aware of and utilize services of the community. Prerequisite: None.

EDU 1014 Administration and Supervision in A Preschool Facility

Designed to assist students to develop a philosophy of preschool education which can serve as a guide in establishing policies and procedures for the operation of a center for group care of young children. Emphasis is given to principles of supervision and techniques for promoting acceptance of a philosophy by the total staff. Prerequisite: None.

EDU 1015 Group Care of Infants

Study of development from birth to age three and of the problems specific to group care of children under 3. Each student will develop a plan of care for a group of 5 children; the plan must reflect concern for the child's total development and show procedures for dealing with the practical problems of providing safe care for infants and toddlers. Prerequisites: None.

Construction

CAR 1101 Carpentry

A brief history of carpentry and the present trends of the construction industry. The course will involve operation, care and safe use of carpenter's handtools and powertools in cutting, shaping, and joining construction materials used in carpentry work. Prerequisite: None.

CAR 1102 Carpentry: Millwork & Cabinetmaking

Cabinet making and millwork as performed by the general carpenter for building construction. Use of shop tools and equipment will be emphasized in learning methods of construction of millwork and cabinetry. Practical applications will include measuring layout and construction of: base and wall cabinets, built in desk, door and window frames, stairs, and interior and exterior cornice and trim. Materials and finishes will also be studied. Prerequisite: CAR 1101 – DFT 1110.

CAR 1103 Carpentry: Finishing

Exterior and interior trim and finish carpentry will complete the general carpentry program. Included will be materials and methods used in finishing carpentry such as: exterior cornice, door and window trim; interior flooring, door and window facing, moldings, and cornice construction; installation of hardware; and installation of built in equipment and cabinets. Prerequisite: CAR 1102 – DFT 1111.

MAS 1101 General Masonry

The history of the bricklaying and the masonry industry, raw materials, basic manufacturing processes and terminology. Clay and shell brick, mortar, laying foundations, cutting masonry materials, bonding, and the use, care, and maintenance of tools. Practice is given in selecting the proper mortars, layout and construction of various building elements.

PLU 1115 Plumbing Installations

The students are introduced to the tools, fittings, and equipment used by plumbers. They spend considerable time learning to handle these materials and tools correctly by: cutting pipe, threading, caulking, and sweating joints of the various kinds of pipe and tubing. Plumbing installations are made to provide practical applications. Heating devices, the storage and circulation of hot water will be studied. The student will receive practice in the installation of various plumbing fixtures and the proper use of traps. Field trips should be taken to study various types of installations.

Cosmetology

C001 Scientific Study I

This is a course for beginning in Cosmetology. It includes a study of Professional Ethics, Grooming and Personality Development, Sterilization, Sanitation, First Aid and Bacteriology, Cosmetology Law, Anatomy, Chemistry, Nails, Nail Disorders, Manicuring, Hair, Scalp, Skin, and Disorders pertaining to the hair, scalp, and skin.

CO11 Mannequin Practice

A study of Finger Waving, Pin Curling, Rollers, Marcelling, Hair Relaxing, Shampooing and Rinses, Scalp Treatment, Hair Cutting, Permanent Waving, Hairdressing and Combing, Hair Tinting, Bleaching, Frosting, Streaking, Wig Care and Styling.

C002 Scientific Study II

A classroom study of skin, scalp, hair, nails, and their disorders salesmanship, permanent waving, marcelling, relaxing, hairdressing, wigs, and hair coloring.

C022 Clinical Application I

A study of live model performance. This course is designed to develop skills and understanding of techniques and applications in the areas of Bacteriology, Pin Curling, Finger Waving, Rollers, Permanent Waving, Marcelling, Chemical Relaxing, Hairdressing and Wigs, Manicuring and Pedicuring, Skin and Scalp Disorders, Hair Coloring, and Hair Cutting.

C003 Scientific Study III

A classroom study of Anatomy, Manicuring, Chemistry, Cosmetics-Facials, Hair Styling, Theory of Massage, Scalp Treatments, Superfluous Hair Removal, Grooming and Hygiene.

C033 Clinical Application II

This course gives continued laboratory practice and application of techniques in Hair Shaping, Professional Ethics, Manicuring, Chemistry, Cosmetics-Facials, Hair Styling, Hair Coloring (rinses, etc.) and Scalp Treatments.

C004 Scientific Study IV

A classroom study of Chemistry, Sanitation, Sterilization, Hair Coloring and Lash and Brow Tinting, Artistry in Hair Styling, Beauty Salon Salesmanship Management, Electricity, Cold Waving and Hair Shaping.

C044 Clinical Application III

A continued study of laboratory practices in Chemistry, Sanitation, Sterilization, Hair Coloring and Lash and Brow Tinting, Artistry in Hair Styling, Cold Waving, and Hair Shaping.

Electrical - Electronics

ELC 1102 Basic Electricity

Provides a fundamental knowledge of direct and alternating currents as they apply to industry. Gives the student a foundation for specialization in electronic circuits. Covers essential electrical measuring instruments.

ELC 1112 Direct and Alterating Current

A study of the electrical structures of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. An analysis of direct current circuits by OHM's Law and Kirchhoff's Law. A metal concept of alternating current flow, reactance, impedance, phase angle, power, and reasonance. Analysis of alternating current circuits.

ELC 1113 Alternating Current & Direct Current Machines & Controls

Provides fundamental concepts in single and polyphase alternating current circuits, voltage, currents, power measurements, transformers, and motors. Instruction in the use of electrical test instruments in circuit analysis. The basic concepts of AC and DC machines and simple system controls. An introduction to the type control used in small appliances

ELC 1123 Electrical Installation

Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential applications such as: services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups.

ELC 1124 Residential Wiring

Provides instruction and application in the fundamentals of blueprint reading, planning, layout and installation of wiring in residential applications such as: services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups. Prerequisites: ELC 1113, DFT 1110.

ELC 1125 Commercial and Industrial Wiring

Layout, planning, and installation of wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols, the related National Electrical Codes, and the application of the fundamentals to practical experience in wiring, conduit preparation, and installation of simple systems. Prerequisites: ELN 1118, ELC 1124.

ELC 1125-IM Commercial & Industrial Wiring

Layout, planning, and installation of wiring systems in commercial and industrial complexes. Emphasized are services, switchboard, lighting, fusing, wire sizes, branch circuits, conduits, and National Electric Codes.

ELN 1112 Vacuum Tubes and Solid State Devices

An introduction to vacuum tubes and their development; the theory, characteristics and operation of vacuum diodes, semi-conductor diodes, rectifier circuits, filter circuits, triodes and simple voltage amplifier circuits, Transistor theory, operation, characteristics and their application to audio and radio frequency amplifier and oscillator circuits. Troubleshooting and repair of solid state devices. Prerequisites: ELC 1112, MAT 1115.

ELN 1113 Television Theory and Circuits

This is a beginning theory course which introduces the study of the following: brightness control and DC re-insertion circuits, video detector stages, automatic gain control circuits, deflection oscillator and amplifier stages, automatic frequency control circuits, picture IF amplifier stages and RF tuner units, etc. Shop work will include construction, analysis, testing and simple troubleshooting of the stages studied in class. Visual alignment and adjustments of control circuits are performed. Prerequisites: ELC 1112, ELN 1122, MAT 1115.

ELN 1118 Industrial Electronics

Basic theory, operating characteristics, and application of vacuum tubes such as: diodes, triodes, tetrodes, pentodes, and gaseous control tubes. An introduction to amplifiers using triodes, power supplies using diodes, and other basic applications. Prerequisite: ELC 1113

ELN 1118-IM Industrial Electronics

Basic theory, operating characteristics, and application of vacuum tubes such as: diodes, triodes, tetrodes, pentodes, and gaseous control tubes. An introduction to amplifiers using triodes, power supplies using diodes, and other basic applications. Includes electrical protective devices, electronic circuits, and electrical troubleshooting, as related to industrial machinery.

ELN 1119 Industrial Electronics

Basic industrial electronic systems such as: Motor controls, alarm systems, heating systems and controls, magnetic amplifier controls, welding control systems using thyatron tubes, and other basic types of systems commonly found in most industries. Prerequisite: ELN 1118.

ELN 1125 Radio Receiver and Amplifier Servicing

An introduction to commonly used servicing techniques as applied to monophonic and stereophonic high fidelity amplifier systems and auxiliary equipment. The operation and servicing of inter-communication amplifiers and switching circuits will also be taught. Principles of radio reception and practices of servicing; included are block diagrams of radio receivers, servicing techniques of AM and FM receivers by resistance measurements, signal injection, voltage analysis, oscilloscope methods of locating faulty stages and components and the alignment of AM and FM receivers. Prerequisites: ELN 1123, ELN 1122, MAT 1115, ELC 1112

ELN 1127 Television Receiver Circuits and Servicing

A study of principles of television receivers, alignment of radio and intermediate frequency amplifiers, adjustment of horizontal and vertical sweep circuits will be taught. Techniques of troubleshooting and repair of TV receivers with the proper use of associated test equipment will be stressed. Additional study of more specialized servicing techniques and oscilloscope waveform analysis will be used in the adjustment, troubleshooting and repair of the color television circuits. Prerequisites: ELN 1125.

ELN 1128 Advanced Color Television

Extensive lab work involving the repair of color receivers, convergence procedures, installation of picture tubes, trouble shooting, I.F., and color bandpass alignment, automatic fine tuning, automatic tint and color controls will be studied in detail.

ELN 1130E Small Appliance Repairs

Classroom and lab experiences diagnosing and repairing small appliances such as toasters, irons, small motors, replacing switches and cords and thermostats.

ELN 1135E Servicing Techniques

Short cuts to servicing electronic devices, professional servicing techniques, do's and don'ts of servicing.

ELN 1140E Industrial Electronics and Communications

A study of circuits and components used in industry, medical electronics, sound system, intercom systems, fire alarm systems, burglar alarms.

ELN 2260-IM Electromechanical Systems

An integration of mechanical and electrical systems in industry as they apply to the total operation and control of machinery. Tracing troubles and correcting them through systematic application of principles gained in previous courses.

ELN 2310 Electronic Project

Students will build or repair a project of their preference under the direction and guidance of the instructor.

ELN 2320 F.C.C. Rules and Regulations

Study of elements 1, 2, 3, 4, of the F.C.C. rules and regulations pertaining to operating procedures of radio communications.

ELN 2330 F.C.C. 2nd Class License Preparation

Review of theory required to pass the second class license examination.

ELN 2340 1st Class License Preparation

Study of the F.C.C. rules and regulations and required theory to pass the class examination.

English

ENG 1101 Reading Improvement

Designed to improve the student's ability to read rapidly and accurately. Use of special machines for class drill to broaden the span of recognition, to increase eye coordination and word group recognition, and to train for comprehension in larger units. Prerequisite: None.

ENG 1102 Communication Skills

Designed to promote effective communication through correct language usage in speaking and writing. Prerequisite: None.

General Studies

EDU 1026 General Studies I

General Studies I is a developmental course designed to provide a program of highly individualized instruction in reading and writing including vocabulary and spelling, along with lessons in basic arithmetic and personal hygiene. Individual goals are established for each student and he is encouraged to move through the course at a level and rate consistent with his background and ability. Scheduling and organizing of the course content are highly flexible to enable the instructor respond to the specific needs of each individual.

EDU 1027 General Studies II

General Studies II is a continuation of developmental topics in writing simple sentences and paragraphs, solving applied mathematic problems, and presenting human relations situations. Individual goals are established for each student and he should progress at a level and a rate consistent with his background and ability. Scheduling and organizing of the course content is highly flexible to enable the instructor to respond to the specific needs of each individual.

Drafting

DFT 1101 Schematics and Diagrams.

Interpretation and reading of blueprints and development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes. Prerequisite: None.

DFT 1104 Blueprint Reading: Mechanical

Interpretation and reading of blueprints. Information on the basic principles of the blueprint; line views, dimensioning procedures, and notes. Prerequisite: None.

DFT 1105 Blueprint Reading

Further practice in interpretation of blueprints as they are used in industry; study of prints supplied by industry; making plans of operations, introduction to drafting room procedures, sketching as a means of passing on ideas, information and processes. Prerequisite: DFT 1104

DFT 1106 Blueprint Reading

Advanced blueprint reading and sketching as related to detail and assembly drawings used in machine shops. The interpretation of drawing of complex parts and mechanisms for features of fabrication, construction and assembly. Prerequisite: DFT 1105.

DFT 1110 Building Trades Blueprint Reading and Sketching

Principles of interpreting blueprints and trade specifications common to the building trades. Development of proficiency in making three view and pictorial sketches.

DFT 1111 Blueprint Reading & Sketching

Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, floor plans, elevations, making three view and pictorial sketches.

DFT 1113 Blueprint Reading

Reading and interpretation of blueprints, drawings, charts, wiring diagrams, service manuals and associated information.

DFT 1117 Blueprint Reading: Welding

A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specification. Prerequisite: DFT 1104.

DFT 1118 Pattern Development and Sketching

Continued study of welding symbols; methods used in layout of sheet steel; sketching of projects, jigs and holding devices involved in welding. Special emphasis is placed on developing pipe and angle layouts by the use of patterns and templates. Prerequisites: None.

DFT 1145 Specifications & Contracts

The purpose and writings of specifications will be studied along with their legal and practical application to working drawings. Contract documents will be analyzed and studied for the purpose of client-architect-contractor responsibilities, duties and mutual protection. Prerequisite: None.

Industrial Mechanics, Knitting Mechanics and Machinist

ISC 1101 Industrial Safety

Aspects of plant safety and firefighting are covered along with preventative measures to insure a safe working situation.

KNI 1101 Introduction to Basic Knitting

History of high pile fabrics and their manufacture. Basic orientation to the knitting industry. Operation of knitting machinery and introduction to yarns, fibers, and colors.

MEC 1101 Machine Shop Theory & Practice

An introduction to the machinist trade and the potential it holds for craftsmen. Deals primarily with the identification, care and use of basic hand tools and precision-measuring instruments. Elementary layout procedures and processes of lathe, drill press, grinding (off-hand) and milling machines will be introduced both in theory and practice. Prerequisite: None.

MEC 1102 Machine Shop Theory and Practice

Advances operations in layout tools and procedures, power sawing, drill press, surface grinder, milling machine shaper. The student will be introduced to the basic operations on the cylindrical grinder and will select projects encompassing all the operations, tools and procedures thus far used and those to be stressed throughout the course.

MEC 1103 Machine Shop Theory and Practice

Advanced work on the engine lathe, turning, boring and threading machines, grinders, milling machine and shaper. Introduction to basic indexing and terminology with additional processes on calculating, cutting and measuring of spur, helical, and worm gears and wheels. The trainee will use precision tools and measuring instruments such as vernier height gages, protractors, comparators, etc. Basic exercises will be given on the turret lathe and on the tool and cutter grinder. Prerequisite: MEC 1102

MEC 1104 Machine Shop Theory and Practice

Development of class projects using previously learned procedures in planning, blueprint reading, machine operations, final assembly and inspection. Additional processes on the turret lathe, tool and cutter grinder, cylindrical and surface grinder, advanced milling machine operations, etc. Special procedures and operations, processes and equipment, observing safety procedures faithfully and establishing of good work habits and attitudes acceptable to the industry.

MEC 1105 Elements of Mechanics

Includes: lubrication, drive components, bearings, pump, piping systems and basic elements of mechanics.

MEC 1109 Knitting Machine Processes

Basic theory and operation of the circular knitting machine. General maintenance and repair of the machine.

MEC 1112 Machine Shop Processes

Teaches the student the correct use of hand and power tools. Introduction to machine shop tools and techniques of operation.

MEC 1115 Applied Metallurgy

Investigates the properties of ferrous metals and tests to determine their uses. Instructions will include some chemical metallurgy to provide a background for the understanding of the physical changes and causes of these changes in metals. Physical metallurgy of ferrous metals producing iron and steel, theory of alloys, shaping and forming, heat treatments for steel, surface treatments, alloy of special steel, classification of steels, and cast iron will be topics for study. Prerequisite: None

MEC 1116 Applied Metallurgy

Continuation of the study of physical metallurgy. The non-ferrous metals; bearing metals (brass, bronze, lead), light metals (aluminum and magnesium), and copper and its alloys are studied. Power metallurgy, titanium, zirconium indium and vanadium are included in this course. Prerequisite: MEC/1115.

MEC 1127 Pattern Making

Advanced course in troubleshooting knitting machinery for repair and maintenance. Includes the setup and design of patterns.

MEC 1141 Sheet Metal Fabrication

Properties of various types of sheet metal will be included in the study of sheet metal fabrication. Safety, sheet metal hand tools, cutting and shaping machines, fasteners and fabrication practices, layout methods, and development of sheet metal systems will be studied.

MEC 2170 Materials and Processes

An introductory study of the common materials used in industry and industrial processes. Identification, characteristics, use, and various other properties will be studied.

MEC 2350 Hydraulics & Pneumatics

The basic theories of hydraulic and pneumatic systems. Combinations of systems in various circuits. Basic designs and functions of circuits and motors, controls, electrohydraulic servomechanisms, plumbing, filtration, accumulators, and reservoirs.

Mathematics

MAT 1101 Fundamentals of Mathematics

Practical number theory. Analysis of basic operations: addition, subtraction, multiplication, and division. Fractions, decimals, powers and roots, percentages, ratio, and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth. Prerequisite: None.

MAT 1102 Applied Math

Basic concepts and operations of algebra. Historical background of our base-10 number system; algebraic operations: addition, subtraction, multiplication and division; fractions, letter representation, grouping, factoring, ratio and proportions, variation; graphical and algebraic solution of first degree equations; solution of simultaneous equations by: addition and subtraction, substitution, graphing; exponents, logarithms, tables and interpolation. Prerequisite: None.

MAT 1103 Geometry

Fundamental properties and definitions; plane and solid geometric figures, selected general theorems, geometric construction of lines, angles and plane figures. Dihedral angles, areas of plane figures, volumes of solids. Geometric principles applied to shop operations. Prerequisite: None.

MAT 1106 Applied Mathematics

A continuation of MAT 1102 with the addition of fundamental formulas and equation dealing in areas of plane figures and volumes of solids. Geometric principles be applied to shop operations. Prerequisite: MAT 1102.

MAT 1112 Building Trades Mathematics

Practical problems dealing with volumes, weights, ratios; mensuration; and basic estimating practices for building materials. Prerequisite: MAT 1101.

MAT 1114 Estimating Construction Costs

This is a practical mathematics course in estimating costs from prints and specifications especially for the electrical and plumbing installations. Other problems are selected to insure the mastery of the basic principles of mathematics essential to be electrical and plumbing trades.

MAT 1115 Electrical Mathematics

A study of fundamental concepts of algebra; basic operations of addition, subtraction, multiplication, and division; solution of first order equations, use of letters and signs, grouping, factoring, exponents, ratios, and proportions; solution of equations, algebraically and graphically; a study of logarithms and use of tables; an introduction to trigonometric functions and their application to right angles; and a study of vectors for use in alternating current. Prerequisite: None.

MAT 1115 Electrical Mathematics

In depth treatment to give a working knowledge of the powers of 10, Ohm's Law for series and parallel circuits, quadratic equations, Kirchoff's Laws, trigonometric functions, plane vectors, alternating currents, vector algebra and logarithms. Prerequisite: MAT 1115.

MAT 1123 Machinist Mathematics

Introduces gear ratio, lead screw and indexing problems with emphasis on application to the machine shop. Practical applications and problems furnish the trainee with experience in geometric propositions and trigonometric relations to shop problems; concludes with an introduction to compound angle problems. Prerequisite: MAT 1106

Operating Room Technician

NSG-1101 Anatomy & Physiology

This course includes a study of the general plan of the body and its nine systems: muscular, skeletal, respiratory, circulatory, digestive, urinary, endocrine, nervous and reproductive.

OBT 1102 Safe Patient Care

This course introduces the student to the concept of providing a safe environment for a pt. on his way to surgery, during and after surgery.

ORT 1103 Pathology

This course will introduce the student to the concept of providing a safe environment for a pt. on his way to surgery, during and after surgery.

ORT 1104 Orientation to Operating Room

This course is designed to introduce the student to the environment of the operating room through study of the history of surgery, knowledge of terminology, care of supplies, and proper dress. Also included — ethical and legal responsibilities of the technician. Laboratory time is provided to insure active application of those techniques and practices studied in theory.

ORT 1105 Microbiology

A course designed to acquaint the student with the elementary principles of bacteriology. Emphasis is given to micro organisms as etiological agents in disease on methods of disinfection and factors of infection and immunity. Attention is given to the public health aspect of infectious diseases and the responsibilities of para medical personnel.

ORT 1106 Conference

Case conferences will dominate conference time, with time available as needed to meet student needs.

ORT 1110 Operating Room Technique I:

Sterilization and disinfection, preparation and care of surgical supplies and equipment, aseptic technique, sutures, needles, instruments, responsibilities of the operating room technician in the circulating assistant and scrub roles.

ORT 1111 Surgical Procedures I

General surgery, obstetrics, and gynecology, ophthalmology, otorhinolaryngology, plastic surgery, oral surgery, urology, orthopedic surgery, neurosurgery, thoracic surgery, cardiovascular surgery and peripheral vascular surgery.

ORT 1112 Clinical Practice

Demonstrate a safe level of practice and knowledge in all the above areas. Note, however, it is not necessary for the student to be competent in the more complicated procedures, such as may be found in neurosurgery and cardio/peripheral vascular surgery.

ORT 1113 OR Technique II

Continuation of ORT 1110.

ORT 1114 Surgical Procedures II

Continuation of ORT 1111.

ORT 1115 Clinical Practice II

Continuation of ORT 1112

Practical Nursing

NSG 1101 Basic Science

This course includes a study of the general plan of the body and its nine systems: muscular, skeletal, respiratory, circulatory, digestive, urinary, endocrine, nervous and reproductive. Also included are the fundamental principles of nutrition and selected aspects of microbiology.

NSG 1102 Vocational Adjustments I

This course is designed to assist the student in understanding herself, her vocation, and the individuality of her patients. Emphasis is placed on the development of appreciations and attitudes which will assist the student in adjusting to the role of the practical nurse as a member of the health team.

NSG 1103 Mathematics

Included in this course is a review of basic arithmetic procedures: addition, subtraction, multiplication and division. Fractions, decimals, percentages and proportions, Fahrenheit and centigrade scales, Roman numerals, metric and apothecaries systems are also studied, with application to nursing situations.

NSG 1104 Introduction to Patient Care

This course is planned to provide the opportunity for students to gain a knowledge of the principles which are basic to effective and safe nursing care. Emphasis is placed on the development of the essential skills for the performance of those nursing measures that normally are the responsibility of the Licensed Practical Nurse. Laboratory hours provide opportunity for demonstration and practice of basic nursing functions discussed in the classroom.

NSG 1105 Communicative Skills

This course is designed to aid the student in the improvement of self-expression, written composition, and speaking. Emphasis is placed on grammar, diction, spelling, vocabulary, handwriting, and reading ability, in addition to the fundamentals of charting. The course is intended to stimulate students to apply the principles of communication to both nursing and social experience.

NSG 1106 Nursing Care of Adults

This course is designed to provide the student with opportunities to gain an understanding of the nursing needs of patients who have various medical and surgical illnesses. Emphasis will be placed on the causes of disease, the body's response to illness, symptoms and diagnosis of illness and drugs used in the treatment of illness. This course will emphasize the responsibilities and limitations of nurses in drug administration; and diet therapy in relation to the illnesses discussed.

NSG 1107 Maternal and Child Nursing I

This course introduces the student to patterns of normal growth and development and provides opportunities for the student to acquire knowledge, understanding and skill in caring for maternity patients, infants and children.

NSG 1108 Maternal and Child Nursing II

This course is a continuation of Maternal and Child Health I. Emphasis is placed on medical and surgical illnesses in children and complicated obstetrical conditions.

NSG 1110 Nursing Care of Adults II

This course is a continuation of Nursing Care of Adults I. Further emphasis is placed on understanding the principles of nursing care of patients with medical-surgical disorders, and related drug and diet therapy.

NSG 1111 Basic Pharmacology

The basic concepts of drug therapy and an appreciation of the responsibilities and limitations of the Licensed Practical Nurse are emphasized in this course.

NSG 1113 Nursing Care of Adults III

This course is a continuation of Nursing Care of Adults II and I. Studies of medical and surgical conditions of the adult are continued, with the addition of discussions concerning emergency situations and patients who have psychiatric illness.

NSG 1114 Vocational Adjustments II

This course is designed to help the student practical nurse acquire knowledge of opportunities for employment, how to apply and resign from a job, nursing organizations, and the ethical and legal responsibilities she will have as a graduate.

NSG 1109, 1112, 1115, Hospital Care of Patients I, II, and III

This course offers hospital experience in three specialties, which include medical-surgical nursing, care of the maternity patients with the newborns, and nursing of infants and children. It provides these selected experiences to increase the student's knowledge of the patient's condition and beginning skills in safe, effective care, within her defined nursing role.

Nurses' Assistant

UNIT I:

25 Hours. Introduction to Role of Nurses' Assistant. To help the student develop awareness of the scope of the health field and beginning understanding of health facilities, modern nursing, and the role of the nurses' assistant. A study in broad perspective of the field of nursing, with emphasis on current trends related to division of responsibility among various types and levels of health workers.

UNIT II:

15 Hours. Understanding Effects of Illness. To help the student develop understanding of common effects of illness on patient, family, and community, and beginning skills in helping patients adjust to illness and/or hospitalization. A study of the diverse effects of illness on the patient, the family, and community; and the role of health workers in helping the patient and family to make adjustments.

UNIT III:

50 Hours. Making Observations on Patients. To help the student develop beginning skill in making reliable observations on patients and in reporting to appropriate nursing personnel. A study of common effects of illness in relation to observations the nurses' assistant should be able to make and report with accuracy and dependability.

UNIT IV:

30 Hours. Safety Measures in Care of the Sick. To help the student develop understanding of medical asepsis, safety, and emergency situations in relation to the role of the nurses' assistant. A study of methods used to protect patients and personnel from infections and accidents and the role of the nurses' assistant in the event of internal or external disaster.

UNIT V:

40 Hours. Measures to Promote the Patient's Comfort. To help the student develop beginning skills in those aspects of patient care appropriate to the role of the nurses' assistant. A study of bedside nursing procedures used in assisting patients with daily needs.

UNIT VI:

85 Hours. Measures Related to the Patient's Illness. To help the student develop beginning skill in the performance of nursing procedures related to care of the isolated patient, in carrying out orders for unsterile irrigations and simple therapeutic measures, and in meeting selected needs of the surgical patient. A study of simple procedures commonly ordered by the doctor and appropriate to the role of the nurses' assistant.

UNIT VII:

85 Hours. Becoming a Hospital Employee. To help the student make the transition to a fully responsible employee role, fulfill citizenship responsibilities as a wage-earner, and set personal standards for quality performance as a member of the nursing team. A study of the nurses' assistant as a practitioner, with emphasis of effective job performance and fulfillment of citizenship responsibilities.

Physics

PHY 1101 Applied Science

An introduction to physical principles and their application in industry. Topics in this course include measurement, properties of matter, and principles of force, motion, work, energy, and power. Prerequisite: None.

PHY 1102 Applied Science

The second in a series of two courses of applied physical principles. Topics introduced in this course are basic electrical principles, magnetism, heat, and thermometry. Prerequisite: PHY 1101

Social Science

PSY 1101 Human Relations

A study of the basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation. Prerequisite: None.

Welding

WLD 1101 Basic Gas Welding

Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice given for surface welding, bronze welding, silver soldering, and flame-cutting methods applicable. Prerequisite: None.

WLD 1105 Auto Body Welding

Welding practices on material applicable to the installation of body panels and repairs to doors, fenders, hoods, and deck lids. Student runs beads, does butt and fillet welding. Performs tests to detect strength and weaknesses of welded joints. Emphasis on safety procedures throughout the course. Prerequisite: None.

WLD 1112 Mechanical Testing and Inspection

The standard methods for mechanical testing of welds. Introduced to the various types of tests and testing procedures and performance of the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered: bend, destructive, free-bend, guided-bend, nick-tear, notched-bend, nondestructive, V-notch, Charpy impact, etc. Prerequisites: WLD 1120, WLD 1121.

WLD 1120 Oxacetylene Welding and Cutting

Introduction to the history of oxacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of units, welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, bracing, hard and soft soldering. Safety procedures stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of welds. Prerequisites: None.

WLD 1121 Arc Welding

The operation of AC transformers and DC motor generator arc welding sets. Studies of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weaknesses in welding. Emphasis on safety procedures in the use of tools and equipment. Prerequisite: None.

WLD 1122 Commercial and Industrial Practices

Designed to build skills through practices in simulated industrial processes and techniques: sketching and laying out on paper the size and shape description, listing the procedure steps necessary to build the product, and then actually following these directions to build the project. Emphasis on maintenance and repairing worn or broken parts by special welding applications, field welding, and nondestructive tests and inspection. Prerequisites: WLD 1120, WLD 1121.

WLD 1123 Inert Gas Welding

Introduction and practical operations in the use of inert-gas-shield arc welding. A study of the equipment, operation, safety and practice in the various positions. A thorough study of such topics as: principles of operation, shielding gases, filler rods process variations and applications, manual and automatic welding. Prerequisites: WLD 1120, WLD 1121.

WLD 1124 Pipe Welding

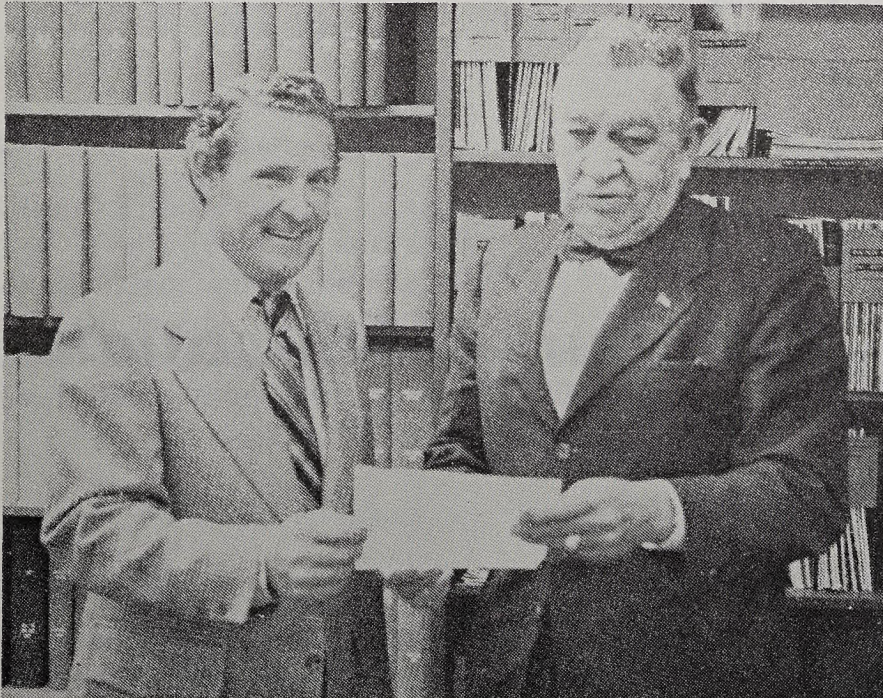
Designed to provide practice in the welding or pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and XI of the ASME code. Prerequisite: None.

WLD 1125 Certification Practices

Involves practice in welding the various materials to meet certification standards. Use of various tests including the guided bend and the tensile strength tests to check the quality of work. Emphasis on attaining skill in producing quality welds. Prerequisites: WLD 1120, WLD 1121, WLD 1123, WLD 1124.

MEC 1112 Machine Shop Processes

To acquaint the student with the procedures of layout work and the use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe tools; set-up work applied to the trade. Prerequisite: None.



Continuing Education

Adult Education

General Information

An important function of Edgecombe Technical Institute is to provide general education opportunities to the adults of Edgecombe County. Adults interested in up-grading courses, skill improvements, high school completion, or personal interest classes will find such programs explained on the following pages. Additional information about any program in this section may be obtained by contacting the Director of Continuing Education, Edgecombe Technical Institute. Tarboro 823-5166, Rocky Mount 442-8027 or 442-2031.

Admission

Any adult living within a commuting distance of the Institute is eligible to attend adult education classes offered by the Institute on campus or at any of the several adult education centers in Edgecombe County. Any student admitted to class must have reached his 18th birthday and his regular public school class must have graduated.

Class Locations

A number of adult classes are held on the Institute campus. Other classes are conducted in communities of the county. New classes may be established whenever a sufficient number of in a given community show interest in having classes brought to their community.

Fees

A fee of \$2.00 is charged for each adult education course offered by the Institute. The additional cost to the student will be the purchase of a textbook when required by the course.

Adult Driver Education fee is \$16.00.

Recreational courses are self-supported entirely by the fees of the class members. The amount may vary from \$10-\$20.

Attendance

Adults are expected to attend classes regularly. Attendance records are maintained by class teachers. Certificates are issued to students that satisfactorily complete the course work and have attended seventy-five percent of the class meetings.

Certificates and Diplomas

Certificates are awarded students meeting minimum requirements for many of the classes and programs for adults. Adult High School Diplomas are awarded adults meeting the requirements of the High School Program. The Adult High School Diploma may not be issued to any one under the age of twenty-one. If completion of the program is attained before reaching 21 years of age, the student may request a letter of confirmation from the Adult Division.

Permission to Enroll

For admission to the Adult High School Diploma Program, a person must be at least 18 years of age. Provided, that on written recommendation of the local school superintendent, individual public school dropouts between the ages of 16 and 18 may be admitted as students with special needs.

Adult Basic Education (Grades 1-8)

Adult Basic Education is a program designed with one major purpose — to assist adults who wish to improve their skills in oral and written communication, arithmetic, basic science, and social studies. Classes meet two nights weekly in the local communities where there is a sufficient number of interested adults.

No registration fee is required and materials are provided by the Institute. All materials used have been especially prepared with the emphasis on individual needs and interests.

Classes are organized in the following groups:

GROUP I

The Basic fundamentals of reading, writing, and arithmetic, with emphasis on consumer education, are stressed in Group I. The course is designed to bring adults to a functional level whereby individual study is possible. Some basic science and social studies are introduced at this level.

GROUP II

Additional development of the fundamental skills is stressed. The student learns to work individually and independently. Science and social studies are included in the curriculum at this level.

GROUP III

Group III is a continuation of the second level with more individual study and a greater scope of subject matter. With the completion of Group III the adult should be equipped to go into Adult High School program.

Adult High School Courses

The Adult High School Diploma Program is designed for adults, 18 years of age or older, who have not finished their high school education. Adults are afforded the opportunity to earn their high school diploma through a teacher instructed, accelerated program of studies. This program is conducted in cooperation with local boards of education and is held at the high school in each community.

The Program is organized on two levels which include the following courses:

Level I

English
Mathematics
U.S. Government
Physical Science

Level II

English
Algebra
U.S. History
Life Science

Adult students are given placement tests prior to their enrollment in the program to determine the appropriate grade level in which they should begin. Students are required to pass each course from the point at which they began through the 11-12th grade level. Upon successful completion of the required courses, a standardized final achievement test is given to determine eligibility for the adult high school diploma. This diploma is awarded by the local Board of Education.

Cultural Development and General Interest Courses

The cultural development program enables the adult to learn a skill in an area of his own interests. The cultural development courses offered are not Institute credit courses, but in most instances carry the character of Institute instruction. All classes offered by the Institute are open to the adults of the community through the Adult Education and Extension Department.

Classes offered each quarter will vary according to seasonal nature and demand. Before any class can definitely be scheduled, there must be an indication through applications that a sufficient number of adults will be enrolled.

Prepared listings of proposed classes are available each quarter and may be obtained by contacting the Adult Education Division.

Examples of Cultural Development and General Interest Course:

Sewing	Knitting	Decoupage
Tailoring	Drapery Making	Portrait Painting
Dancing	Guitar	Ceramics

Learning Laboratory

The Learning Laboratory program at the Edgecombe Technical Institute is designed to provide study opportunities in practically any field that might be of interest to residents of the Edgecombe County area.

Persons interested in participating in the Learning Laboratory, after an initial interview, are provided study materials starting at a point in keeping with their achievement level and are able to progress from there. Students may elect study times adjusted to their own convenience and schedules in that the Laboratory will be in operation on a schedule adjusted to the needs of participants.

A "Learning Laboratory" is essentially an individual study situation, in which any person eighteen years of age or older may undertake most any level of Reading, English, Math, Social Studies, or Science that he desires. All of the material used in the lab is programmed; therefore, there is no need for a classroom teacher.

Programmed material is designed in such a manner as to aid the student in learning information in small sequences called "Frames." Each frame requires an immediate response, and each response is immediately checked. If the student fails to learn, or learns incorrectly, the program makes the correction or reteaches. In this manner the student progresses at his own rate; he neither has to wait for others to catch up nor slow down to someone else's rate.

The coordinator, the person in charge of the learning lab, has the responsibility of locating the level at which a student can proceed.

In addition to the organized classes at the basic and secondary education levels, the General Adult Division offers a large variety of courses both at the school and throughout the area it serves. The type and frequency of these offerings are determined by the demand and interest in a given area of study.



Extension Education

Fire Service Training

The growing Coastal Plain area of North Carolina requires expansion of fire fighting units and continuous up-grading of fire fighting personnel. Courses to train fire service personnel in the latest techniques and methods of fire fighting are provided through the Extension Division of the Institute. The Fire Service Training program provides training sessions in local departments. This allows the men to be trained as an organized group utilizing equipment that would ordinarily be used in controlling fires.

Fire Service classes include the following areas of study:

- Portable Fire Extinguishers
- Salvage and Overhaul Practices
- Fire Apparatus Practices
- Protective Breathing Equipment
- Firefighting Procedures
- Hose Practices
- Fire Steam Practice
- Forcible Entry
- Rope Practices
- Ladder Practices
- Ventilation
- Rescue Practices
- Industrial Fire Brigade
- First Aid

Hospitality and Tourism Education

The hospitality industry is the third largest industry in North Carolina and affords many employment opportunities to the people of this state. Hospitality training programs are available through the Institute. Training is provided for personnel in the motel, restaurant, service station, hospital, and retail businesses. Some of the subject areas covered are:

- Food and Beverage Management and Service
- Food and Beverage Purchasing
- Food and Beverage Controls
- Maintenance and Engineering
- Supervisory Housekeeping
- Service Station Attendant Training
- Waiter-Waitress Training
- Housekeeping Training
- Human Relations
- Communication
- Sales Promotion
- Hotel-Motel Law
- Economics
- Accounting
- Front Office Procedure
- School Food Service

New Industry Training

The creation of more jobs and better paying jobs in North Carolina by promoting the expansion of existing industries and by attracting new industries to the state was a major consideration in the original establishment of the industrial education centers. The Department of Community Colleges, working with the local institution, will develop and fund legitimate training programs, tailor-made for each industry, to meet the immediate trained manpower needs when the plant, new or expanded, is ready to go into production. In the process of doing this, we will help the plant management develop a long-range training program of its own to meet those replacement and retraining needs that industry should and can be prepared to do for itself.

Management Development Program

The Management Development Program is designed to upgrade the Supervisory and mid-management personnel in business and industry. Classes are scheduled in accordance with the needs of industry.

- MDP 1 Principles of Supervision
- MDP 2 Job Relations Training
- MDP 3 Science of Human Relations
- MDP 4 Art of Motivating People
- MDP 5 Economics in Business
and Industry
- MDP 6 Effective Communications
- MDP 7 Effective Writing
- MDP 8 Effective Speaking
- MDP 9 Speed Reading
- MDP 10 Work Measurement
- MDP 11 Job Methods
- MDP 12 Conference Leadership
Training
- MDP 13 Instructor Training
- MDP 14 Creative Thinking
- MDP 15 Industrial Safety and
Accident Prevention
- MDP 16 Industrial First Aid
- MDP 17 Employee Evaluation
and Interviewing
- MDP 18 Job Analysis Training
- MDP 19 Management Primer
- MDP 20 Job Instruction Training
- MDP 21 Supervision in Hospitals
- MDP 22 Motion and Time Study
(For Supervisors)
- MDP 23 Transportation and
Traffic Management
- MDP 24 Principles of Business and
Industrial Management
- MDP 25 Labor Laws for Supervisors
- MDP 26 Pre-Supervisory Training

Training Service to Business and Industry

The Vocational Extension classes are conducted by Edgecombe Technical Institute to fit the needs of industry and business and to provide training desired by employed individuals of the area. Because of the flexibility of these programs, courses are tailored to specific group needs. New programs are initiated as the need is indicated by surveys, interviews and sufficient enrollment in individual classes. Some examples of courses offered are:

Blueprint Reading for All

Trades

Basic Electricity

Electronics

Welding

Brick Masonry

Refrigeration and Air-
Conditioning

Plumbing

Electrical Wiring

Industrial Sewing

Mathematics

In-plant programs are designed to improve and enhance employee skills. Industry is invited to discuss their needs with the Director of Adult and Extension Programs.

Vocational Extension Courses

Edgecombe Technical Institute offers, in addition to its other programs, a variety of vocational extension courses through its evening program at the Institute and at various facilities throughout the county. These courses afford the opportunity for up-grading, up-dating, and pre-employment in training.

Instruction is offered in the following areas:

Carpentry

Brick Masonry

Nurses's Assistant

Professional Housekeeping

Ambulance-Attendant Training

Commercial Cooking

Industrial Sewing

Farm Tractor Mechanics

Blueprint Reading

Waiter-Waitress Training

Small Engine Repair

Furniture Upholstering

APPLICATION FOR ADMISSION

Edgecombe Technical Institute

TARBORO CAMPUS
PHONE 823-5166ROCKY MOUNT CAMPUS
PHONE 442-8027P.O. BOX 550
TARBORO, NORTH CAROLINA 27886

GENERAL

Name: Mr. Last		First	Middle	Maiden	Date of Birth	Race
Mrs.						
Miss						
Address: Number		Street		Town	Zip Code	
County of Residence		State of Legal Residence		Telephone No.		
Marital Status: ☐ Single		Number of Children ☐ Married		☐ Divorced		Social Security Number
				☐ Widowed		
If Single, Give Name and Address of Parent or Guardian						
If Married, Give Name and Address of Husband or Wife						

EDUCATION

Last School Attended	Date Graduated	Date of Expected Graduation
Address:	Mo. _____	Mo. _____

APPLICATION FOR ADMISSION

Edgecombe Technical Institute

TARBORO CAMPUS
PHONE 823-5166

P.O. BOX 550
TARBORO, NORTH CAROLINA 27886

ROCKY MOUNT CAMPUS
PHONE 442-8027

GENERAL

Name: Mr. Last		First	Middle	Maiden	Date of Birth	Race
Mrs. Miss						
Address: Number		Street		Town	Zip Code	
County of Residence		State of Legal Residence			Telephone No.	
Marital Status:		Number of Children		Social Security Number		
☐ Single	☐ Married	☐ Separated	☐ Divorced	☐ Widowed		
If Single, Give Name and Address of Parent or Guardian						
If Married, Give Name and Address of Husband or Wife						

EDUCATION

Last School Attended	Date Graduated	Date of Expected Graduation				
Address:	Mo. _____ Yr. _____	Mo. _____ Yr. _____				
Circle Highest Grade Completed:	6	7	8	9	10	11
					12	13
					14	15
					16	GED

EMPLOYMENT

Name of Present Employer	Occupation	Years Employed
Address of Employer	Telephone No.	

MILITARY SERVICE

Have You Had Military Service ☐ Yes ☐ No	Branch of Service	Date of Discharge	Type of Discharge
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Have you taken the GATB test given by Employment Office Counselor?	Yes ☐ No ☐
I plan to attend Edgecombe Technical Institute at	Tarboro Campus ☐ Rocky Mount Campus ☐

PROGRAM

CHECK PROGRAM FOR WHICH YOU ARE MAKING APPLICATION

- | | |
|---|---|
| ☐ Automotive Body Repair | ☐ Knitting Machine |
| ☐ Automotive Mechanics | ☐ Law Enforcement |
| ☐ Business Administration | ☐ Machinist |
| ☐ Child Care Worker | ☐ Medical Secretary |
| ☐ Cooperative Education-College Transfer | ☐ Nursing Assistant |
| ☐ Cosmetology | ☐ Plastics Technology |
| ☐ Electronics Servicing | ☐ Practical Nursing |
| ☐ Electrical Installation | ☐ Radiologic Technology |
| ☐ Executive Secretary | ☐ Operating Room Assistant |
| ☐ General Office Technology | ☐ Welding |
| ☐ Industrial Mechanic | ☐ G-030 -Special Credit Curriculum |
| | ☐ Other _____ |

Date you plan to enter _____

DO YOU WISH TO APPLY FOR FINANCIAL AID?

Yes ☐
No ☐

I certify that the information on this application is correct and complete. I agree to abide by the rules and regulations of the Institute if I am accepted as a student.

Signature of Applicant _____

Date _____

PLEASE COMPLETE MEDICAL FORM ON REVERSE SIDE

Circle Highest Grade Completed:	Yr.					Yr.					GED
	6	7	8	9	10	11	12	13	14	15	

EMPLOYMENT

Name of Present Employer	Occupation	Years Employed
Address of Employer		Telephone No.

MILITARY SERVICE

Have You Had Military Service ☐ Yes ☐ No	Branch of Service	Date of Discharge	Type of Discharge
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Have you taken the GATB test given by Employment Office Counselor? Yes ☐ No ☐
I plan to attend Edgcombe Technical Institute at Tarboro Campus ☐ Rocky Mount Campus ☐

PROGRAM

CHECK PROGRAM FOR WHICH YOU ARE MAKING APPLICATION	
☐ Automotive Body Repair	☐ Knitting Machanic
☐ Automotive Mechanics	☐ Law Enforcement
☐ Business Administration	☐ Machinist
☐ Child Care Worker	☐ Medical Secretary
☐ Cooperative Education-College Transfer	☐ Nursing Assistant
☐ Cosmetology	☐ Plastics Technology
☐ Electronics Servicing	☐ Practical Nursing
☐ Electrical Installation	☐ Radiologic Technology
☐ Executive Secretary	☐ Operating Room Assistant
☐ General Office Technology	☐ Welding
☐ Industrial Mechanic	☐ G-030 -Special Credit Curriculum
	☐ Other _____
Date you plan to enter _____	

DO YOU WISH TO APPLY FOR FINANCIAL AID?

Yes ☐
No ☐

I certify that the information on this application is correct and complete. I agree to abide by the rules and regulations of the Institute if I am accepted as a student.

Signature of Applicant _____
Date _____

PLEASE COMPLETE MEDICAL FORM ON REVERSE SIDE



EDGECOMBE TECHNICAL INSTITUTE
Tarboro, North Carolina 27886
Rocky Mount, North Carolina 27801

MEDICAL FORM
(To be completed by applicant)

Name _____	Last _____	First _____	Middle _____
Home Address _____	Telephone _____		
Date of Birth _____	Height _____	Weight _____	
_____ Single _____	Married _____	Separated _____	Divorced _____ Widowed _____

Notify in case of emergency:
Name _____
Address _____
Relationship to applicant _____ Telephone _____

Family Physician _____

Address _____ Telephone _____

Hospitalization Insurance _____ Name of Company _____ Policy Number _____

Ever consulted a psychologist or psychiatrist? _____

If so, why? _____ When? _____

Name and address of above consulted _____

Are there pre-existing conditions of which the Institute should be aware? _____

Do you feel that limitations should be placed on your physical activity? _____

If so, to what extent? _____

The general condition of your health is: _____ Poor _____ Good _____ Excellent

I certify that the above is true and accurate to the best of my knowledge and hereby agree, in case of emergency, that a physician and/or ambulance service may be called to provide necessary medical services if the designated person cannot be contacted.

(Signature of applicant)



EDGECOMBE TECHNICAL INSTITUTE

P.O. Box 550

Tarboro, North Carolina 27886

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